

## **BCSLA RESPECTFUL VOLUNTEER CONDUCT – POLICY**

### **1. Conduct**

Bullying and harassment is not acceptable or tolerated within BCSLA meetings, taskforces, committees, and personal interactions related to BCSLA work. All BCSLA workers and volunteers will be treated in a fair and respectful manner.

### **2. Bullying and Harassment**

- a) Includes any inappropriate conduct or comment by a person towards another volunteer or staff member that the person knew or reasonably ought to have known would cause that volunteer or staff member to be humiliated or intimidated, but
- b) Excludes any reasonable action taken by a committee chair or executive member relating to the management and direction of volunteer work on BCSLA business.

Examples of conduct or comments that might constitute bullying and harassment include but are not limited to verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### **3. Volunteers Must:**

- Not engage in the bullying or harassment of other volunteers or staff
- Report if bullying or harassment is observed or experienced
- Comply with the BCSLA's policies and procedures on respectful volunteering

### **4. Application**

This policy statement applies to all volunteers within the BCSLA and applies to interpersonal and electronic communications, such as email. All volunteers will be provided with a copy of this policy for review and signature prior to engaging in volunteer work with the BCSLA.

### **5. Annual Policy Review**

These procedures will be reviewed annually. All volunteers will be provided with a copy as soon as the time of the first Board of Directors meeting following their election. Copies will be available at [www.bcsla.org](http://www.bcsla.org).

I have read this policy and agree to abide by this policy in my role as a volunteer with the BCSLA:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADOPTED: May 25, 2023

Next Review: May 2024

Page 1 of 3

*The BCSLA offices are located on unceded Coast Salish territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.*

## **BCSLA RESPECTFUL VOLUNTEER CONDUCT - REPORTING PROCEDURES**

The following are procedures for all BCSLA volunteers to report to the Registrar, incidents or complaints of bullying and harassment experienced or observed as a volunteer with the BCSLA.

**1. How to Report**

Volunteers with the BCSLA shall report incidents or complaints of bullying or harassment in writing. When submitting a written complaint, please use the BCSLA Volunteer Complaint Form (please see page 3).

**2. When to Report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

**3. Reporting Contact**

Report any incidents or complaints to the BCSLA Registrar or BCSLA President. If these contacts are part of the complaint, the BCSLA President Elect should be provided with the complaint form.

**4. What to Include in a Report**

Provide as much information as possible in the attached report, such as the names of the people involved, witnesses, where the events occurred when they occurred, and what behavior and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**5. Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by the BCSLA Registrar or President. Following an investigation, the appropriate corrective actions will be taken which may include:

- engaging an independent mediator to facilitate a conversation between the two volunteers involved to resolve the situation,
- dismissing the volunteer(s) from their roles with the BCSLA,
- reassigning the volunteers to roles that keep their activities and communications separate from each other.
- Appropriate corrective actions will be taken within a reasonable time frame.

**6. Record-keeping Requirements**

BCSLA expects that volunteers will keep written accounts of incidents to submit with any complaints. BCSLA will keep a written record of the investigations, including the findings and corrective actions.



## VOLUNTEER CONDUCT COMPLAINT FORM

<b>Name of Complainant:</b>	
<b>Name of Respondent/Alleged Bully:</b>	
<b>Date:</b>	<b>Location:</b>
<b>Name of investigator:</b>	

<b>Person interviewed</b>	<b>Other people involved (e.g., alleged bully, witnesses)</b>	<b>Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)</b>

**Based on the investigation, did bullying and harassment occur?**  Yes  No

**Reason(s) for This Conclusion:**

**Follow-up Completion Date:**