

## **BCSLA WORKPLACE BULLYING and HARASSMENT – POLICY STATEMENT**

### **1. Workplace Conduct**

Bullying and harassment is not acceptable or tolerated in the BCSLA workplace. All BCSLA workers will be treated in a fair and respectful manner.

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

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer, supervisor or Member/Associate relating to the management and direction of BCSLA workers or the place of employment.

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. Workers Must:**

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

### **4. Application**

This policy statement applies to all workers, including permanent, temporary, casual, contract and student workers. It applies to interpersonal and electronic communications, such as email.

### **5. Annual review**

These reporting procedures will be reviewed on an annual basis. All BCSLA workers will be provided with a copy.

## **BCSLA WORKPLACE BULLYING and HARASSMENT – REPORTING PROCEDURES**

The following are procedures for all BCSLA workers to report to their employer incidents or complaints of workplace bullying and harassment.

### **1. How to Report**

Workers at the BCSLA shall report incidents or complaints of workplace bullying and harassment in writing. When submitting a written complaint, please use the BCSLA Workplace Bullying and Harassment 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.

### **4. Alternate Reporting Contact**

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behavior, contact the BCSLA President Elect.

### **5. What to Include in a Report**

Provide as much information as possible in the attached report, such as the names of 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.

### **6. Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by the BCSLA Registrar. Following an investigation, the BCSLA Registrar will review and revise BCSLA workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

### **7. Record-Keeping Requirements**

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

### **8. Annual review**

These reporting procedures will be reviewed on an annual basis. All BCSLA workers will be provided with a copy.

## WORKPLACE BULLYING AND HARASSMENT COMPLAINT FORM

BCSLA Workers must report if bullying and harassment is observed or experienced in the workplace. When reporting bullying and harassment incidents or complaints, BCSLA workers should follow their workplace reporting procedures by completing this form in full. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

<b>Name and contact information of complainant:</b>
<b>Name of alleged bully or bullies:</b>

Date, time, location	People involved (include witnesses)	Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)

Follow Up		

Signature:	Date:
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