

## **BCSLA WORKPLACE BULLYING and HARASSMENT INVESTIGATION PROCEDURES**

### **1. How and When Investigations Will Be Conducted**

Most investigations by the BCSLA will be conducted internally. In complex or sensitive situations, an external investigator might be hired. Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

### **2. What Will be Included**

Investigations will include interviews with the alleged target, the alleged instigator, and any witnesses. If the alleged target and the alleged bully agree on what happened, then BCSLA will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### **3. Roles and responsibilities**

The BCSLA Registrar is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The BCSLA Registrar will conduct investigations and provide a written report with conclusions to the BCSLA Board of Directors at an in camera meeting. Please see the *BCSLA Investigation Form* on page 2.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the BCSLA Registrar

### **4. 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 encouraged to seek medical advice.

### **5. 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.

### **6. Annual Review**

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at [www.bcsla.org](http://www.bcsla.org).

## BCSLA INVESTIGATION FORM

<b>Name of complainant:</b>	
<b>Name of respondent/alleged bully:</b>	
<b>Date:</b>	<b>Location:</b>
<b>Name of investigator:</b>	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)
Based on the investigation, did workplace bullying and harassment occur? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason(s) for this conclusion:		
Follow-up Completion Date:		