



**Policy Title: WORKPLACE BULLYING & HARASSMENT POLICY**

**Policy #: HR 2020-10 SAF 2020-02**

<b>Section:</b>	<b>HUMAN RESOURCES</b>
Sub-section	SAFETY
<b>Initially Approved:</b>	<u>2017-05</u>
<b>Last Reviewed:</b>	<u>unknown</u>
<b>Council Approval:</b>	<u>2020-03-09</u>
<b>Next Review Scheduled:</b>	<u>2021-02</u>

**PURPOSE:**

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner. The purpose of this policy is to set out expectations of conduct and provide for protection of workers in the workplace.

**POLICY GOAL:**

The goal of this policy is to ensure that the prohibition of bullying and harassment in the workplace is understood by all employees, and the process by which such prohibited behaviour will be dealt with.

**SCOPE:**

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, voicemail and texting transmissions.

**POLICY REQUIREMENTS:**

Definitions

Bullying and harassment

- 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
- excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

Reporting Procedure

1. Employees of the Village of Warfield can report incidents or complaints of workplace bullying and harassment verbally or in writing.
2. When submitting a written complaint, the workplace bullying and harassment complaint form (Appendix A) will be required.
3. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form (Appendix A).

4. The report should provide as much information as possible, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Supporting documents, such as emails, handwritten notes, or photographs are appropriate. Physical evidence, such as vandalized personal belongings, can also be submitted.

#### Timeline

1. 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.

#### Contacts

1. Incidents or complaints are to be reported to the Chief Administrative Officer or the Chief Financial Officer.
2. If the Chief Administrative Officer is the person engaging in bullying and harassing behaviour, alternate contacts are the Corporate Officer or the Mayor.
3. If the Chief Financial Officer or the Corporate Officer is the person engaging in bullying and harassing behaviour, alternate contacts are the Chief Administrative Officer or the Mayor.

#### Investigation Procedures

1. Most investigations at the Village of Warfield will be conducted internally. In complex or sensitive situations, an external investigator may be hired.
  2. 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
  3. Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the Village will not investigate any further, and will determine what corrective action to take, if necessary.
  4. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence submitted such as vandalized objects.
  5. The Chief Administrative Officer is responsible for ensuring workplace investigation procedures are followed.
  6. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
  7. The Chief Administrative Officer will conduct investigations and provide a written report with conclusions to the Labour Relations Committee of Council.
  8. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer or alternate for transmittal to the Labour Relations Committee of Council.
  9. With regard to *Investigations*, the alternate provisions of the *Contacts* sections 2 and 3 will apply.
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Subsequent Actions

1. The alleged bully and alleged target will be advised of the investigation findings by the Chief Administrative Officer (or alternate designated for investigation).
2. Following an investigation, the Chief Administrative Officer (or alternate) will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.
3. In appropriate circumstances, workers may be referred to outside counselling services or be encouraged to seek medical advice.

Records

1. The Village of Warfield expects that workers will keep written accounts of incidents to submit with any complaints.
2. The Village of Warfield will keep a written record of investigations, including the findings in a secured record format or filing cabinet location.

Related Policies, Bylaws or Legislation:

*Workers Compensation Act*, [RSBC 1996] Chapter 492  
CUPE Local 2087 and Village of Warfield Collective Agreement, 2018-2021

Attachment:

Appendix A – Bullying / Harassment Reporting Form

APPENDIX A: VILLAGE OF WARFIELD WORKPLACE BULLYING & HARASSMENT POLICY



Village of Warfield

## **WORKPLACE BULLYING & HARASSMENT REPORT**

**Name and contact information of complainant**

**Name of alleged bully or bullies**

**Personal statement of complainant**

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**Signature of complainant**

**Date**

**Signature if reporting contact completed statement for complainant**