

## **BULLYING AND HARASSMENT**

### **Background**

The District is dedicated to ensuring that employees are able to work in a safe environment, without fear of bullying and/or harassment.

### **Definition**

WorkSafeBC's Occupational Health and Safety policies use the phrase "bullying and harassment" as a single term which:

- 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 or supervisor relating to the management and direction of workers or the place of employment."

### **Procedures**

1. Extending from the District's Code of Conduct (Administrative Procedure 104) to provide a respectful workplace, the District will not tolerate, and is committed to preventing, or otherwise minimizing, bullying and harassment in the workplace. This will be supported by annual training.
2. All employees share in the responsibility to ensure that the work environment is safe and welcoming. Employees are responsible for reporting any instances of bullying they experience or they were witness to the bullying and harassment incident.
3. Depending on the degree of seriousness, the board may designate a representative, other than the supervisor, to respond to the allegation and complete the investigation.
4. All employees making a complaint of bullying and harassment in good faith, can do so without fear of retaliation or reprisal. All parties involved must respect and protect the personal privacy of their colleagues.

*Reference: Sections 20, 22, 65, 85, 177 School Act  
Human Rights Act  
Workers' Compensation Act, Sections 115 to 117  
Occupational Health and Safety Policies D3-115-2, D3-116-1, D3-117-2  
SD No. 40 (New Westminster)*

*Adopted: May 30, 2017  
Revised: December 10, 2019*