

British Columbia Institute of Technology
Worksafe BC Bill 14: Preventing Workplace Bullying and Harassment

Expectations of Conduct in the Workplace

Behavior that would be considered to be *Bullying and Harassment* is not acceptable and will not be tolerated at BCIT. All members of the BCIT Community, including students and employees (including supervisors and managers) are to be treated in a fair manner.

Therefore, all employees must:

- not engage in the *Bullying and Harassment* of other employees or students
- report if *Bullying and Harassment* is observed or experienced
- apply and comply with all BCIT policies on appropriate conduct

Students are also expected not to engage in the *Bullying and Harassment* of other students or employees.

Bullying and Harassment

Worksafe BC states that *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 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. This is a non-exhaustive list.

Reporting

If you are experiencing *Bullying and Harassment* (as defined above) or have observed another member of the BCIT community being subjected to *Bullying and Harassment* (as defined above) report the incident as soon as possible to allow the incident to be investigated and addressed promptly. Any of the individuals listed below may be contacted:

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|-------------------------------|---|
| 1. your supervisor or manager | 4. your Human Resources Advisor |
| 2. your Union Representative | 5. BCIT's Harassment and Discrimination Advisor |
| 3. your Health and Safety Rep | |

If the *Bullying and Harassment* is coming from a student you should also report the circumstances to the office of Student Judicial Affairs.

If your supervisor or manager is the individual engaging in *Bullying and Harassing* behaviour, contact the manager to whom the individual reports. [Click here](#) for a flow-chart of the reporting and follow up procedures.

Reports should be made as soon as possible after the incident to ensure that it is addressed in a timely manner. Written accounts of incidents should be maintained and submitted with any reports and/or complaints. [Click here](#) for a report worksheet. This worksheet should be submitted along with the report. If it is not, the individual to whom the incident or complaint is reported should complete the worksheet

Investigation Procedures

Managers must address any reported complaints or incidents of workplace *Bullying and Harassment* that arise within their departments. They should seek advice and assistance from Human Resources, Labour Relations, the Harassment and Discrimination Advisor, and/or a Union Representative.

If the situation cannot be resolved, the Complainant should file a complaint with the Harassment and Discrimination Advisor under *Harassment and Discrimination Policy and Procedure 7507*. The Advisor will address the complaint under *Procedure 7507*. BCIT may be legally obligated to act on an issue of alleged *Bullying and Harassment* even if an individual does not wish to pursue a complaint. Retaliation against any individual who makes a complaint or participates in an investigation will not be tolerated.

Investigations conducted by the Advisor will be undertaken in accordance with the principles of procedural fairness and include interviews with the Complainant, Respondent, and applicable witnesses. Complainants and Respondents will be entitled to a fair, impartial opportunity to present and respond to allegations. The Advisor will keep a written record of the investigation and any findings and/or recommendations. Subject to disclosure which is required by law or is necessary to investigate or resolve a complaint, every effort will be made to keep information relating to a complaint confidential.

If a complaint is substantiated, then appropriate action may be taken, which may include education, training or counselling, and/or disciplinary measures. BCIT's *Harassment and Discrimination Policy and Procedure 7507* have recently been revised to ensure consistency with WorkSafeBC legislation and policies.

Application

This information applies to all employees, including supervisors, managers, regular, permanent, temporary, auxiliary, guest lecturers and student employees. It applies to all interpersonal and electronic communications used while conducting Institute business.

BCIT's Harassment and Discrimination Policy and Procedure 7507 also applies to and may be accessed by students.

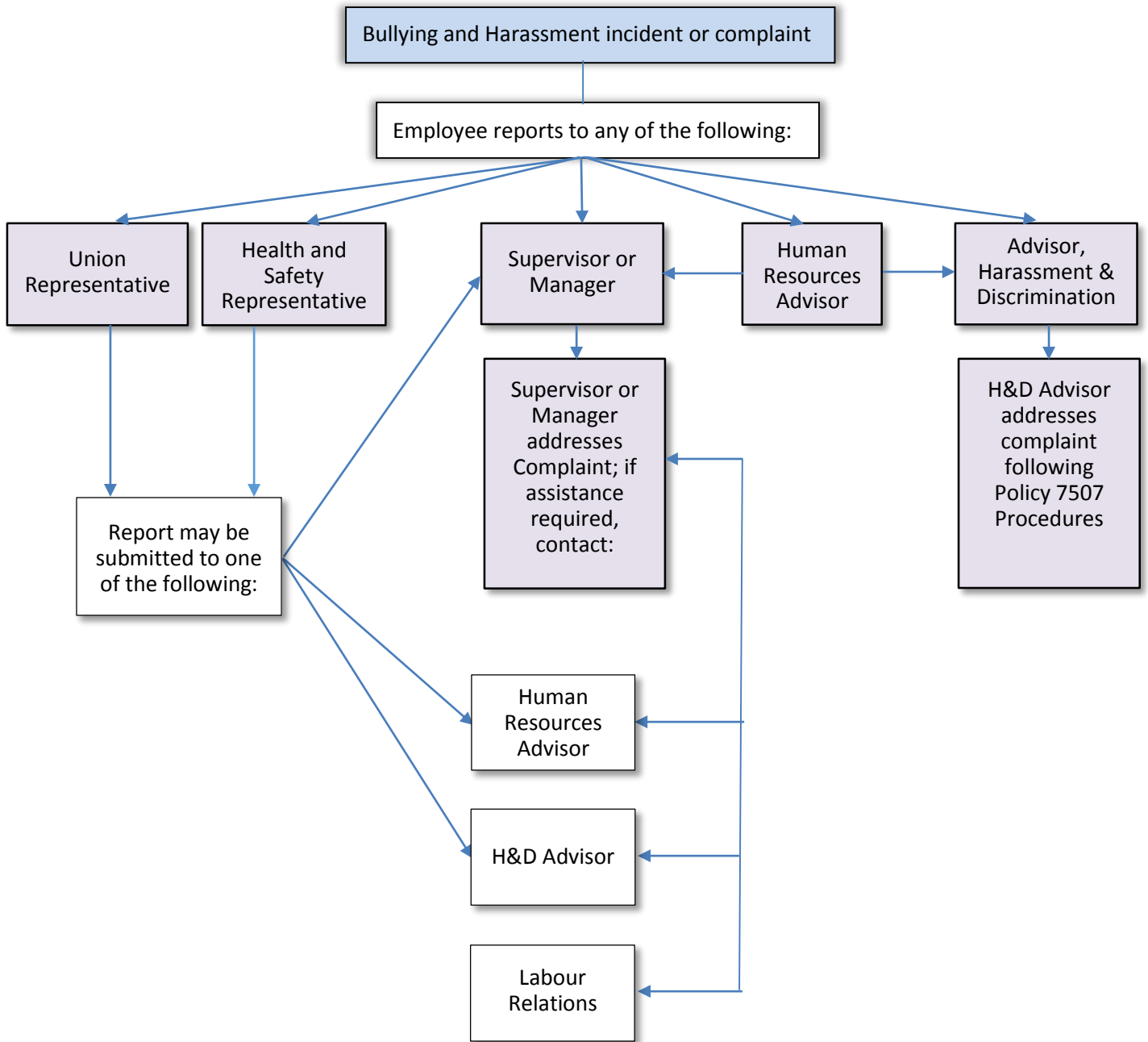
Education and Training

Training for all staff is currently in development and will be available soon.

Annual Review

BCIT's Bullying and Harassment Prevention reporting procedures and associated Harassment and Discrimination Policy and Procedure will be reviewed annually

BCIT Bullying and Harassment Prevention Procedures for Reporting and Follow-up



REPORT WORKSHEET – Bullying and Harassment/Personal Harassment

Date:	
Name of individual submitting report:	
Potential Complainant(s) (if different from individual submitting this report):	
Respondent(s):	

- It is my belief that _____ (Respondent) has bullied and harassed/personally harassed **me** in a manner prohibited by BCIT’s Policy 7507 Harassment and Discrimination as follows:
- or
- It is my belief that _____ (Respondent) has bullied and harassed/personally harassed _____ in a manner prohibited by BCIT’s Policy 7507 Harassment and Discrimination as follows:

Incident(s):

Time/Date	Location	Behavior/Comments (<i>Describe objective facts, i.e., tone of voice, actions, manner, exact words- not your interpretation</i>)	Witness(es)

REPORT WORKSHEET – Bullying and Harassment/Personal Harassment

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If you are the Complainant, please complete:

As a result of the above incident(s), I had the following consequence(s):

I did/ did not (circle one) advise _____ (respondent) that the above behavior(s)/comment(s) was (were) unwelcome (explain):

As a resolution to this matter I would like the following:

I am/ am not (circle one) interested in exploring an informal resolution to this matter.

Signed _____
Date: _____