

Prevention of Discrimination, Harassment, and Bullying FAQ

What is considered discrimination, harassment, or bullying?

BCIT's [Prevention of Discrimination, Harassment, and Bullying Policy 7507](#) and [Procedure 7507](#) prohibits discrimination, harassment, and bullying.

Discrimination occurs when a person experiences an adverse impact (i.e. denied an opportunity or had a burden imposed) and their personal characteristic was a factor (directly or indirectly) in that adverse impact. Discrimination also includes failure to provide reasonable accommodation for needs related to a personal characteristic – to the point of undue hardship.

Discriminatory Harassment refers to comments or conduct that a reasonable person would find unwelcome, that includes a direct or indirect reference to a personal characteristic, and negatively impacts the work or learning environment. This includes **sexual harassment**. For example, name calling or use of offensive terms related to sexual orientation, race, or gender identity.

Bullying and Harassment includes inappropriate conduct or comment by one person towards another that the person knew or should have known would cause humiliation or intimidation. This does not include reasonable actions by an employer, supervisor, faculty member, or other person relating to the management, direction, training, education, or evaluation of others.

Personal Characteristics

- Age
- Ancestry
- Colour
- Family Status
- Sex
- Gender Identity
- Gender Expression
- Indigenous Identity
- Marital Status
- Mental or Physical Disability
- Place of Origin
- Race
- Religion
- Sexual Orientation

Who does Policy 7507 apply to?

The policy applies to all BCIT students, employees, contractors, volunteers, visitors, and members of the Board of Governors. Note that BCIT's [Student Code of Conduct \(Non-Academic\)](#) also prohibits harassment, bullying, discrimination and other similar conduct by students.

Do these policies only apply on campus?

No. These policies apply to all BCIT-related activities including any type of activity or communication directly related to or arising out of the operations of BCIT regardless of the location, including but not limited to: online and electronic communications; engagement with the public; practicums; field schools; co-ops; conferences; BCIT-sponsored events; participation in student clubs, teams, and social events sponsored by the Student Association or its clubs.

If I am being bullied, harassed, or discriminated against do I have to tell someone to stop?

As a first step, you are encouraged to resolve concerns informally, if you feel safe doing so. Often a person may not be aware of the harm they are causing until they are told. Bringing your concern to their attention by relaying the impact their comments or behaviour is having on you is often the simplest, and quickest way stop the behaviour.

The Respect, Diversity, and Inclusion Department has resources on their [website](#) to assist with having difficult conversations and providing effective feedback.

You should also keep a record of the incident including dates, times, what happened, and names of any witnesses. A simple way to do this is to send yourself an email with this information. Even if you resolve the concern yourself, this information may be needed should the behaviour reoccur.

What if I'm only joking and someone else takes offense?

When determining whether discrimination, harassment, or bullying occurred it is not the intent of the person who made the comments that is relevant. Rather it is the impact on others that matters. If someone tells you that your behaviour is unwelcome you should consider their perspective and respond appropriately.

What should I do if I see someone being bullied, harassed or discriminated against?

If you feel safe doing so you can be an “active bystander” by using one of the four Ds of bystander Intervention:

- **Direct** – Draw attention to the negative behaviour directly by asking the person to stop, indicating you don’t think their behaviour is appropriate, or asking them to clarify their comment.
- **Distract** – Interrupt the situation by distracting the parties with an unrelated matter. For example, by asking for help or changing the subject.
- **Delegate** – Delegate to a third party with more authority. For example, alert an instructor or manager to what you have witnessed and ask for assistance.
- **Delay** – If you do not feel safe or comfortable intervening you can check in with the target of the concerning behaviour later and ask how you can support them.

Important: BCIT employees who manage or supervise employees have an obligation to take reasonable steps to prevent and respond to discrimination, harassment, or bullying, that they become aware of. Faculty and Faculty Instructors responsible for students also have an obligation to take reasonable steps to prevent and respond to discrimination, harassment, or bullying of their students that they become aware of. This obligation exists even if no formal complaint is made.

All employees are encouraged to contact RDI with any questions about how to fulfill their responsibilities.

Where can I report concerning behaviour?

If you think you have experienced or observed harassment, discrimination, or bullying at BCIT, you are encouraged to report your concerns. Reporting the concern does not mean you are filing a formal complaint. Rather, you can get support and information about your options on how to address the matter.

Employees can report to any of the following:

- Direct supervisors or managers
 - If the direct supervisor or manager is the subject of the reported behaviour, their manager
- [Respect, Diversity, and Inclusion Department](#)
- [Health and Safety Representative](#)
- [Human Resources Department](#)
- [Senior Director Student Success](#) if the conduct is that of a student
- Union Representative.

Students can report to any of the following:

- Faculty and Faculty Instructors, Program or Department Heads, or Associate Deans
- [Student Life Office](#)
- [Senior Director Student Success](#) if the conduct is that of a student
- [Respect, Diversity, and Inclusion Department](#)
- [BCIT Student Association Student Advocacy Support](#)

What should I do if someone's actions or comments are making me feel unsafe on campus?

Everyone is entitled to a safe learning and working environment. If someone's comments or actions are making you feel unsafe, whether or not they may constitute discrimination, bullying, or harassment please reach out to [BCIT's Safety, Security, and Emergency Management \(SSEM\) office](#). They can provide a variety of supports and services to address safety concerns.

What are the consequences for those who bully, harass, or discriminate against someone?

When appropriate and the parties agree, concerns of this nature can often be resolved informally with a focus on using it as a learning opportunity to address the harm caused and change future behaviour. However, if requested, an investigation may occur. If an investigation finds a BCIT community member did violate BCIT's policies, consequences may include a variety of disciplinary measures.