

Workplace Harassment and Bullying

Name of Policy

December 20, 2019

Implementation Date

Senior Education Administrator

Position(s) Responsible

December 20, 2019

Date of Last Revision

ACE Community College (ACC) has created this outline to set out the process related to Workplace Harassment and Bullying at the College. This policy applies to all students and staff at ACC.

The first thing you need to do when you witness or experience bullying and harassment at work is to report it to your employer/direct supervisor as soon as possible, following your employer's policies and procedures. Your employer is required to address your report of bullying and harassment, following their own procedures.

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. 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 rumors.

3. Workers must:

A worker's obligation to take reasonable care to protect the health and safety of themselves or other includes:

- (a) not engage in bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- (b) report if bullying and harassment is observed or experienced in the workplace, and
- (c) apply and comply with the employer's policies and procedures on bullying and harassment.

4. Supervisors Duties

A supervisor has a duty to take all reasonable steps to ensure the health and safety of workers under their supervision, and as a result, a supervisor must take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. Workplace bullying and harassment can lead to injury, illness or death.

5. Application

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. The worker checklist on workplace bullying and harassment needs to be completed when harassed or bullied; also, that you have read and understood the policy.

6. Action Plan

The reporting assigned supervisor deals with the occurring issue with both parties and corrective action to take place by addressing the misconduct.

- (a) be fair and impartial, providing equal, and treatment for both the complainant and respondent in evaluating the allegations.
- (b) be sensitive to the interests of all parties, and maintain confidentiality
- (c) be undertaken promptly and diligently, and be as thorough as necessary

Inform workers about what the investigation will include. For example, investigations might include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree about what happened, then the employer might not have to investigate any further.

Employer will keep all documented record accounts of incidents to submit with any complaints. If further information is needed for staff to understand these procedures, they can read the investigation guide and other reference material at www.worksafebc.com/bullying

7. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.