

Workplace Bullying and Harassment Reporting Procedures

The following are procedures for workers to report to their employer incidents or complaints of workplace bullying and harassment. They can be adapted to meet the needs of individual workplaces. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

1. How to report

Workers at Ace Trades and Technical Institute can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

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.

3. Reporting contact

Report any incidents or complaints to Supneet Chawla, Founder and CEO, or Anjani Saran, Program Advisor.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact Work Safe BC at 1-888-621-7233.

5. What to include in a report

Provide as much information as possible in the report, 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. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date created	Annual review date
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Workplace Bullying and Harassment Complaint Form

This is an complaint form for workers to report incidents or complaints of workplace bullying and harassment to the employer. It can be adapted to meet the needs of individual workplaces. Additional resources are available at www.worksafebc.com/bullying/.

Name and contact information of complainant
Name of alleged bully or bullies

Personal statement

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

Date