

THE CRIDGE CENTRE FOR THE FAMILY POLICY MANUAL



SECTION: EMPLOYEE CONDUCT

NUMBER: 6.9 – Bullying and Harassment

DATE APPROVED: October, 2013 **LAST REVISED DATE:** February, 2015

RELATES TO: Worksafe BC

POLICY STATEMENT

The Cridge Centre for the Family in cooperation with the BCGEU, promotes a work environment that is characterized by professionalism, collegiality, and harmony. This policy prohibits conduct defined below as either personal or sexual harassment or bullying. The Cridge Centre for the Family will not tolerate personal or sexual harassment or bullying in any interactions connected to work with The Cridge Centre for the Family, and where such conduct is found to have occurred, The Cridge Centre for the Family may take disciplinary action, up to and including termination.

This policy is not intended to constrain normal social interactions.

Bullying and Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

The Cridge Centre for the Family also considers false allegations of bullying and harassment to be serious workplace misconduct subject to disciplinary action, up to and including termination.

The Cridge Centre for the Family has mandatory video training on Bullying and Harassment for all employees including those in a supervisory position. It is required that every employee will complete the training as part of orientation and will be given a brief written exam upon completion of the training.

PURPOSE

The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace, and to provide procedures for handling and resolving complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, trust, and harmony that are essential for a sound organization.

This policy is intended to address WorkSafeBC requirements imposed by Bill 14.

APPLICATION AND SCOPE

This policy applies to all regular and casual bargaining unit staff, exempt employees, and management. This policy applies to all situations where activities are connected to work with The Cridge Centre for the Family and could impact on employment during and outside of regular business hours at the workplace and away from the workplace. This includes:

- Activities on the premises of The Cridge Centre for the Family;
- Work assignments outside of the premises of The Cridge Centre for the Family;
- Work-related training sessions, education seminars, and conferences;
- Work-related travel;
- Work-related social functions that are sponsored or organized by The Cridge Centre for the Family.

Employees are expected to conduct themselves in a manner that is consistent with the requirements of the collective agreement in addition to those Bill 14, which prohibit workplace bullying and harassment.

Employees should take these requirements seriously. Failure to meet the appropriate standards of workplace conduct and/or to meet the requirements of the collective agreement and the new Bill 14 requirements may result in discipline, up to and including termination of employment.

DEFINITIONS

Bullying:

Workplace bullying is usually seen as behavior (conduct or comments) that can “mentally” hurt or isolate a person; however it can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.

Harassment:

Harassment in the workplace can include “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”, or “any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee”.

PROCEDURES

Employees with bullying or harassment complaints should direct them to their immediate supervisor, or alternatively the CEO. Bullying complaints should be submitted in writing, and include the names of possible witnesses.

Reported complaints are measured against the Bullying and Harassment Policy. If an investigation is warranted, the investigator appointed must determine a fair and unbiased process to follow, which may require the implementation of interim workplace measures. For example, it may be necessary to place the complainant and/or alleged harasser on investigative leave with pay, or to arrange temporary transfer or reassignment, if possible. Ideally, investigators shall have independence from the area or department in which the complainant works.

Investigations shall be conducted as quickly as possible, and a complainant will ultimately be informed of the outcome of the complaint process regardless of whether any action is taken against the alleged harasser.

The following is provided for information purposes only. Additional information is available online at the WorkSafeBC website (<http://www.worksafebc.com>).