



COMMITTEE OF THE WHOLE AGENDA

Monday, November 28, 2022 at 6:30 pm.

**Council Chambers
325 Wallace Street, Hope, British Columbia**

IMPORTANT: FOR ATTENDEES – MASKS ARE OPTIONAL

For those in attendance at District of Hope Open Council Meetings, please be advised that the Hope Ratepayers Association is recording these meetings. The District, in no way, has custody or control of the recordings.

Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the November 28, 2022 Committee of the Whole Meeting Agenda be adopted as presented.

3. ADOPTION OF MINUTES

(a) Committee of the Whole Meeting (1)

Recommended Resolution:

THAT the Minutes of the Committee of the Whole Meeting held June 13, 2022, be adopted as presented.

4. STAFF REPORTS

(a) Report dated November 21, 2022 from the Director of Corporate Services Re: Respectful Workplace Policy (3)

Recommended Resolution:

THAT the *Respectful Workplace Policy* be referred to the next Regular Council Meeting, as presented.

5. OTHER PERTINENT BUSINESS

6. QUESTION PERIOD

Call for questions from the public for items relevant to the agenda.

7. CLOSE

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

June 13, 2022

Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Peter Robb
Councillor Scott Medlock
Councillor Dusty Smith
Councillor Victor Smith
Councillor Heather Stewin
Councillor Craig Traun

Staff Present: John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Jas Gill, Director of Community Development
Branden Morgan, Deputy Corporate Officer/EA

Others in attendance: 1 member of the public

1. CALL TO ORDER

Mayor Robb called the meeting to order at 8:10 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the June 13, 2022 Committee of the Whole Meeting Agenda be adopted as presented. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held May 9, 2022 be adopted as presented. **CARRIED.**

4. STAFF REPORTS

**(a) Report dated June 7, 2022 from the Director of Community Development
Re: Vehicle Storage Provisions**

The Director of Community Development presented Council with information regarding provisions for the number of vehicles stored in residential areas, including actions taken by neighboring municipalities and the bylaws that enable them to take those actions. The Director of Community Development stated that Staff is seeking Council's direction, and provided options to begin discussion. Council and Staff discussed the following points:

- Fines/penalties for non-compliance
 - Should be above the \$100.00 threshold, up to \$500.00
 - Fines need to be a deterrent

- Seek voluntary compliance as part of the process
- Further enforcement tools for escalation
- Complaints and applicable bylaws
 - Good Neighbor and Zoning Bylaws
 - Most complaints come in as unsightly property
 - Public perception of reasonable, who makes the determination
 - Complaint driven process
- Restrictions on vehicles stored
 - Licensed versus unlicensed vehicles and how to identify them
 - Storage insurance
 - Vehicle allowance for properties with secondary dwellings
 - Set a cap on the number of vehicles allowed, with discussion around 6 and 8
 - Vehicles not capable of operating under their own power
 - Limit vehicles that can be seen from the road, highway, or any publicly accessible place – any items over the limit would have to be stored in a clean manner

Council directed Staff to increase the fine to \$500.00 and further explore option 2, to cap both storage and parking of licensed and unlicensed vehicles, boats and various types of trailers on residential properties at 6 or 8 for properties with a permitted secondary suite or dwelling.

5. OTHER PERTINENT BUSINESS

There was no other pertinent business.

6. QUESTION PERIOD

There were no questions.

7. CLOSE

Moved / Seconded

THAT the June 13, 2022 Committee of the Whole Meeting adjourn at 8:39 p.m.
CARRIED.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on June 13, 2022 in Council Chambers of the District of Hope, British Columbia.

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: November 21, 2022

FILE: 340-01

SUBMITTED BY: Director of Corporate Services

MEETING DATE: November 28, 2022 – Committee of the Whole

SUBJECT: Respectful Workplace Policy

PURPOSE:

The purpose of this report is to provide Council with a draft *Respectful Workplace Policy*; a policy to replace the *Workplace Bullying, Harassment & Violence Policy*.

RECOMMENDATION:

Recommended Resolution:

THAT the *Respectful Workplace Policy* be referred to the next Regular Council Meeting, as presented.

BACKGROUND:

In July 2014 the District adopted the Workplace Bullying, Harassment & Violence Policy. This policy is legislative as it is mandated by WorkSafe BC, but is also puts processes and procedures in place for bringing forward violations and how investigations will take place. The policy applies to Council, all District Staff and contractors doing work for our organization.

The industry standard has changed to rename the policy as a Respectful Workplace Policy. This new draft policy reflects the name change, but also provides for more details pertaining to reporting of violations and procedures for investigations.

OPTIONS:

Council is to review the new DRAFT policy. You can direct changes, request further clarifications or, if you approve the proposed draft, refer it to the next Regular Council Meeting.

When the new *Respectful Workplace Policy* is adopted, the July 2014 *Workplace Bullying, Harassment & Violence Policy* will be repealed.

Attachments:

- DRAFT Respectful Workplace Policy
- Workplace Bullying, Harassment & Violence Policy

Prepared by:

Approved for submission to Council:

Original Signed by Donna Bellingham
Director of Corporate Services

Original Signed by John Fortoloczky
Chief Administrative Officer

Respectful Workplace Policy (RWP)



Policy Number	2022-2641
Approval Date	<<Insert date here>>
Supersedes	2014-05
Revision Month/Year	11-2022
Next Review Month/Year	11/2023
Department Responsible	100
Authority	Legislative

Policy Purpose

The District of Hope is committed to providing a work environment in which all individuals are treated with mutual respect and dignity. The District also recognizes that Council members and employees have the right to work in an environment that is free from bullying and harassment as prohibited by the WorkSafeBC, Occupational Health Safety and BC Human Rights Code legislation. This policy sets out guidelines for the reporting, investigating and resolving of complaints of harassment in an effort to ensure a respectful workplace for everyone.

Policy Scope

This policy applies to all Council members, employees and independent contractors working on the District's behalf. This policy applies to the workplace itself, and to work-related events. It includes harassment involving Council members, employees and contractors that happens away from the workplace or after regular working hours, where the harassment has a negative impact on the workplace. Harassment of employees by volunteers, members of the public, contractors, Council officials, advisory body members, and those doing business with the District is also prohibited, and is covered by related District policies and procedures.

Policy Statement

The District of Hope is committed to a respectful workplace, free from discrimination, sexual harassment or bullying and harassment. The District considers Workplace Discrimination, Sexual Harassment and Bullying and Harassment serious offences and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any individual.

Complaints under the policy will be addressed in an impartial, timely and confidential manner where possible.

Conduct contrary to this policy will not be tolerated and may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the District, up to and including termination of employment.

Good faith investigations under this policy are not grounds for a Bullying and Harassment complaint. Where it is determined that a person had made a complaint in bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person. Conduct based on mistakes or misunderstandings shall not constitute malicious conduct.

Definitions

Bullying and Harassment means any inappropriate conduct or comment, including electronic, by an individual towards an employee that the any reasonable person should of knew or ought to have known, would cause that employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or poisoned work environment.

Examples of Bullying and Harassment include, but are not limited to the following:

- Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- Spreading malicious rumours;
- Threats or intimidation, including threats of violence;
- Vandalizing personal belongings;
- Physical assault or violence; and/or
- Persistent rudeness, bullying, taunting, patronizing behaviour, or other conduct that adversely affects working conditions or work performance.

Discrimination means discrimination within the meaning of the BC Human Rights Code based on a person's race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person. Discrimination permitted by the BC Human Rights Code is not a breach of the policy (i.e. where a Bona Fide Occupational Requirement is established, or where discrimination relates to a bona fide pension plan or group insurance plan).

Harassment is a form of discrimination, and is prohibited by the BC Human Rights Code. It is defined as behaviour that a reasonable person would find unwelcome, has a negative impact on the workplace, and is related to any of the characteristics which are listed as prohibited grounds of discrimination in the BC Human Rights Code.

Some examples of harassment include, but are not limited to:

- Unwelcome, offensive remarks, jokes, slurs, or innuendos;
- Unwelcome, offensive behaviour related to gender identity, gender expression or perceptions of sexual orientation or gender;
- Displaying or distributing derogatory or offensive pictures, graffiti or other materials related to any of the prohibited grounds, including but not limited to racist, sexist, or homophobic materials;
- Refusing to interact or communicate with a person(s);
- Unwelcome, offensive communications sent by any means, including email or other electronic transmission;
- Unwelcome, offensive behaviour, where tolerance of the behaviour is explicitly or implicitly made a term of employment or a consideration in job-related decisions; and/or
- Unwelcome, offensive behaviour that creates an intimidating, hostile, offensive or poisoned workplace environment.

Sexual Harassment means unwelcome conduct that is sexual in nature, which any reasonable person should have known and ought to have known, may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

Examples of Sexual Harassment include, but are not limited to:

- Unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Unwanted invitation or physical proximity or contact such as touching, patting, pinching or hugging;
- Intimidation, threats or actual physical assault of a sexual nature;
- Sexual advances with actual or implied work-related consequences;
- Inquiries or comments about a person's sex life or sexual preference or bragging about sexual ability; and
- Interpreting silence as a response of acceptance of the behaviour or treatment.

Harassment can, depending on the seriousness of the behaviour, consist of a single incident or a number of incidents. It can be directed at one person, or it can involve a number of individuals.

Behaviour does not need to be intentional in order to be considered harassment, although intention may be relevant in assessing the severity of the behaviour.

Harassment under this policy does not include conduct that a reasonable person would find welcome or neutral. This policy is not intended to curtail welcome, mutual, appropriate workplace interaction. Some examples of conduct that is not harassment include, but are not limited to:

- Welcome, mutually consensual relationships or social invitations that do not involve inappropriate or offensive behaviours, intimidation, explicit or implicit threat of retaliation, or misuse of power;

- The exercise of the District's right to direct the workforce, including supervising, managing and giving appropriate and legitimate performance feedback, coaching, and discipline; and/or
- Bona fide occupational requirements established by the District as contemplated in section 13 subsections 3 and 4 of the BC Human Rights Code.

Complainant(s) an individual(s) who believes that he/she has a complaint of conduct contrary to the policy and is bringing forward the complaint. There can be more than one complainant in a complaint.

Respondent(s) an individual(s) against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegations made in the complaint. A respondent may be a non-employee.

Director is the Department Head.

Manager is the immediate exempt level manager of either the Complainant or the Respondent.

Employee is any permanent, temporary, contract, full time, part time, and casual employee on the District of Hope's payroll, or volunteers utilized by the District of Hope. This includes all unionized and exempt employees.

Chief Administration Officer is the top-level executive responsible for overseeing the day-to-day operations and the overall performance of the District.

Council is the Mayor, Councillors and Council-Elect

Investigator is the person assigned to investigate the complaint. The Investigator may be the Director, Human Resources or delegate or, at the CAO/Mayor/Director's discretion, an external third party.

Mediation is a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution. Mediation between parties is treated as private and confidential.

Allegation is an unproven assertion or statement based on a person's perception.

Expected Standards of Conduct

All Council members and employees are expected to promote and maintain a respectful work environment by adhering to the following expected standards of conduct and personally responsible behavior:

- Being courteous, polite, respectful and considerate towards others;
- Acting with honesty and integrity, abiding by and upholding all rules and regulations and assisting/encouraging others to do the same;
- The inclusion of all people, including those with different views and opinions;

- Managing workplace conflicts using conflict resolution processes is a safe and health way and is optional prior to reporting formally;
- Encouraging and supporting individuals to learn and practice personal conflict resolution and respectful workplace skills;

Each Council member, employee and contractor of the District of Hope is responsible for conducting himself/herself within the spirit and intent of this policy as well as contributing towards a safe, welcoming and inclusive work environment free from Bullying and Harassment, Discrimination, and Sexual Harassment.

Responsibilities

Council Members are expected to:

- Assure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- Communicate, support and take action as needed, in the resolution of this policy to support any person(s) under their mandate;
- Ensuring proper action is taken to prevent and rectify any violations of the policy by the CAO.

Chief Administrative Officer:

- Ensuring that appropriate administrative policies are in place and maintained to clearly define behaviour and conduct expected of District of Hope Employees;
- Discouraging wrongdoing and retaliatory action;
- Working in cooperation with the Directors and Human Resources to ensure proper action is taken to prevent and rectify any violations of the policy;
- Participating, as required, when a decision is under appeal.

Directors and Managers are expected to:

- Ensure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- Regularly communicate and support this policy by ensuring all persons, under their supervision, are provided with the policy including knowledge of their rights and responsibilities; and
- Take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees (all persons exempt, union or contracted) are expected to:

- Makes themselves familiar with the policy;a
- Contribute to a respectful, safe and supportive work environment that is collaborative and inclusive by modelling behavior consistent with the policy and not engaging in prohibited conduct;
- Take action when they become aware of prohibited conduct. but remains silent;

- Silence and failure to take action may be seen as to be endorsing said prohibited conduct; and
- Utilize the informal resolution process only where it is safe and appropriate to do so.

Human Resources:

- Will take a leadership role in providing training opportunities for Council, management and employees on respectful workplace behavior;
- Will give advice on this policy, addressing and providing assistance to resolve issues of disrespectful behavior, and, or discrimination or harassment;
- Will provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- In some instances, may determine that an external third-party mediator should be called upon to assist in achieving resolution.

Harassment Complaint Procedures

The District's procedures for addressing harassment complaints are designed to be flexible, timely and accessible. The District provides both an informal and formal process to resolve harassment complaints.

An individual who believes he/she is being harassed (the "Complainant") may consult Human Resources, who can assess whether the complaint falls under this policy and discuss possible courses of action. Alternative reporting personnel, if and when required, would be any department Director or the Chief Administrative Officer.

Additional options available may include:

- The Complainant discussing her or his concerns directly with those involved;
- Having an appropriate party assist the Complainant in discussing concerns with those involved. An appropriate party could include a Supervisor, Manager, Director, Human Resource Advisor, or union representative;
- Initiating an "informal" or "formal" resolution process through Human Resource's office is as outlined below.

Interim measures may be taken during either the informal or formal processes.

Informal Complaint Resolution

The District strives to provide a wide range of options to resolve Complaints. Informal Complaint resolution may include, but is not limited to: mediation, behavioural guidelines or agreements, apologies or other measures agreed to between the parties and the District's Director, Manager or his/her delegate.

Formal Complaint Resolution

If a Complaint is not resolved informally, or if an individual who believes he/she is experiencing harassment may choose to make a formal complaint through Human Resources. Formal complaints shall be made in writing to management or the HR Advisor. The HR Advisor will ensure that assistance in completing a written Complaint is provided, as required.

Formal Complaint investigations are conducted by Human Resources. A formal Complaint investigation is an impartial, fact-finding process. The investigators do not advocate on behalf of, or represent, any party involved in a Complaint.

Formal Complaint investigations cannot be carried out anonymously. The identity of the Complainant and the allegations contained in the Complaint shall be made known to the individual(s) alleged to have engaged in harassment (the “Respondent”).

The Respondent shall be provided a full and fair opportunity to respond to the allegations contained in the Complaint. Likewise, the Complainant shall be provided with the response and shall have an opportunity to reply.

At any time during the course of the investigation, the matter may be resolved, so long as the resolution is agreed to by each of the parties and the District Director or his/her delegate.

Once the formal Complaint investigation is complete, the Complainant, Respondent and the District Director, or her/his delegate, shall be notified of the findings of the investigation.

Investigation Outline: There is a no set timeframe due to a variant degree of allegations that may be presented or discovered throughout the investigation. Time is required to complete a fair and unbiased review which could include: time needed to review and collect statements, set up interviews and re-interview(s). The District has the right at any time during the investigation to seek legal recommendations.

Upon receipt of complaint:

- Within a couple days of receipt, the complaint procedural outline will be provided to the Complainant on next steps;
- The formal process will begin with receipt of a written statement of formal complaint(s);
- Adverse steps may be taken by the District to maintain a safe and harassment free environment for council members and staff;
- Initial interview will take place with the Complainant;
- An opportunity will be provided to seek union representation, if chosen;

Initial steps of communication to Respondent:

- Recommendations will be provided to management for authorization;
- Letter of summary of complaint(s) will be communicated to respondent;
- An opportunity will be provided to seek union representation, if chosen;
- When allegations are of a serious nature; union representation will be notified;

- Interview date(s), time(s) and location(s) to be arranged, as needed, for the Respondent to review statements of allegations and provided a response.

Investigative Interviews:

- Witnesses documented within the Complainant's and Respondent's statements will be required to communicate what they witnessed and added their statement to the investigation process

Notice to Complainant and Respondent:

- Letter notification of finding and recommendation will be provided to the allegations will be provided to management; and
- Authorized letters will be presented to the Complainant and Respondent of the results and recommendations.

Other Remedies

None of the procedures described in this policy prevent a person from pursuing other remedies, such as pursuing a grievance, where applicable, or filing a Complaint with the BC Human Rights Tribunal or WorkSafeBC.

The investigation procedures outlined under this policy may be suspended at the discretion of the HR Advisor until any other remedial processes have been concluded.

False or Malicious Complaints

If a complaint is found to be false or brought for malicious purposes, the District may take disciplinary measures against the Complainant, up to and including termination of employment. However, a Complaint that is found to be unsubstantiated, or based on mistake, may not be considered false or malicious.

Retaliation

Retaliation also constitutes a form of discrimination under this policy, and may form the basis of a separate complaint and with additional protection covered by the principles outlined in the Whistleblower Protection Policy HR.01.02.

Forms of Retaliation

Any form of retaliation or discrimination against an employee because that person initiated a complaint of harassment, or because that person acted as a witness or otherwise participated in an investigation, may be considered a violation of this policy. Such action may result in discipline, up to and including termination of employment.

Consequences of Harassment

Engaging in harassment or retaliation is serious misconduct and may result in disciplinary action, up to and including termination of employment.

It is understood that unionized employees may grieve any disciplinary action under the applicable collective agreement.

Confidentiality and Documentation Retention

Information collected and retained by Human Resources, during the course of an informal or formal harassment resolution process, is treated as confidential. During the investigation process, Human Resources shall limit disclosure of complaint-related information to that which is necessary to resolve the complaint.

If, after investigation, a complaint is not established, no documentation of the complaint shall be placed on either of the parties' personnel files. However, documentation of the investigation shall be kept in a confidential file separate from the employee's personnel file and maintained by the HR Advisor in order to evidence the District's proper investigation of formal complaints of harassment. Documentation which outlines disciplinary action arising from an investigation shall be placed on an employee's personnel file.

Confidentiality extends to all records relating to complaints, including but not limited to meetings, interviews and investigation results. Individuals making a Complaint, witnesses and individuals against whom a Complaint has been made are expected to maintain confidentiality. Personal information, including the identities of the Complainant(s) and Respondent(s), shall be protected in accordance with the Freedom of Information and Protection of Privacy Act.

Information collected and retained by Human Resources may be required to be released by law, including release required in court proceedings, arbitration or other legal proceedings.

Collective Agreements and Legislation

In the event that any portion of this policy is inconsistent with a binding District collective agreement or provincial legislation, that portion, and only that portion of the policy, shall have no application to the extent of that inconsistency. All other portions of the policy shall continue in full force and effect.

DISTRICT OF HOPE

POLICY MANUAL

DEPARTMENT: ALL	POLICY NUMBER: 2014-05
POLICY TITLE: WORKPLACE BULLYING, HARASSMENT AND VIOLENCE	
Authority: Legislative: <input checked="" type="checkbox"/> (Council) Administrative: <input type="checkbox"/>	Effective Date: July 28, 2014 Date for Review: Annually
Repeal: July 23, 2007 Harassment Policy Council Resolution No. 312RC(2007/07/23)	Revision Date:

PURPOSE

The District of Hope is dedicated to ensuring that employees are able to complete their duties in a safe environment, without fear of bullying, harassment or violence. As such, the District of Hope will not tolerate and is dedicated to preventing any instance of bullying, harassment or violence in the workplace. All employees of the District of Hope share in the responsibility to ensure that our workplace is a safe and welcoming place to work. Employees are responsible for reporting any instances of bullying, harassment or violence, whether they were the target or they were witness to the incident. In all cases, where a complaint of bullying, harassment or violence is made in good faith, the employee will not be disciplined or retaliated against in any way.

Our Workplace Bullying, Harassment and Violence Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, bullying or harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message be it spoken, a gesture, a picture or some other form of communication which may be deemed objectionable or unwelcome that determines whether something is acceptable or not.

This Policy is written in compliance with the [Workers Compensation Act, Occupational Health and Safety Regulation](#) of British Columbia.

DEFINITIONS

Bullying and Harassment: Any inappropriate conduct or comment by a person towards an employee that caused or has the potential to cause that employee to be humiliated or intimidated.

Bullying and harassing behaviours include but are not limited to:

- Verbal aggression or yelling
- Humiliating actions or practices
- Hazing
- Spreading malicious rumours
- Using derogatory names towards someone

Bullying and harassing behaviours do not include:

- Expressing differences of opinions
- Offering constructive feedback, guidance, or work-related advice about behaviour
- Reasonable action taken by the District of Hope or a supervisor relating to management and direction of employees or the place of employment (e.g. counselling, managing a worker's performance, taking reasonable disciplinary actions, assigning work, implementation of disciplinary actions).

Cyber Bullying: Bullying that occurs through the use of electronic communication (email, text messaging, social networking etc.). Incidents of cyber bullying should be reported and will be investigated in accordance to the procedures outlined within this Policy.

In general, if you are not sure whether certain actions are considered bullying, ask yourself whether or not a reasonable person would consider the actions taken to be acceptable or unacceptable.

Above definition has been sourced from [WorkSafeBC's Factsheet for Bullying and Harassment](#)

Workplace Violence: As defined in the [Worker's Compensation Act, Occupational Health and Safety Regulation](#) (Part 4.27) "violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury".

Violence could include, but is not limited to:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault)
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an action of aggression, or destroy or damage property
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling swearing).

Discrimination: In accordance with the [Human Rights Code of British Columbia](#) [RSCB 1996] (Chapter 210), discrimination occurs when someone is treated differently and/or poorly because of one of the following:

- Race;
- Colour;
- Ancestry;
- Place of Origin;
- Political Belief;
- Religion;
- Family or Marital Status;
- Physical or Mental Disability;
- Sex;
- Sexual Orientation;

- Age;
- Conviction of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

Person: includes any individual, whether or not they are a workplace party. This means that a “person” could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client or anyone a worker comes into contact with at the workplace.

APPLICATION OF THIS POLICY

This policy applies to all individuals working for the organization including front line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers or directors and Council.

The District of Hope will not tolerate any form of bullying, harassment, discrimination or violence against job candidates and employees on any grounds mentioned above, whether during the hiring process or during employment. This commitment applies to such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

For the purposes of this policy, bullying, harassment and violence can occur:

- At the workplace;
- At employment related social functions;
- In the course of work assignments outside the workplace;
- During work related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

POLICY

At the District of Hope, we believe that employees have the right to work without fear of bullying, harassment or violence. The District recognizes that bullying, harassment or violence can be detrimental to one’s health.

RISK ASSESSMENT

The District of Hope will conduct a risk assessment of the work environment to identify any issues related to potential violence, bullying or harassment that may impact the operation and will institute measures to control any identified risks to employee safety. This information will be provided to the Joint Health & Safety Committee or Safety Representative.

The risk assessment may include review of records and reports (i.e. security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records). Specific areas that may contribute to risk of violence, bullying or harassment may include: contact with public, exchange of money, working alone or at night etc.

Research may also include a review of similar workplaces with respect to their history of violence.

In an effort to provide support to all of our employees, the District of Hope recognizes that domestic violence is a serious issue that our employees may face. Domestic violence that occurs outside of the workplace and beyond an employee's assigned work duties is not considered workplace violence; however, if domestic violence occurs within our workplace, we have a duty to respond. If we learn of an incident of domestic violence we are committed to assessing the risk that it may pose to our employees.

The District of Hope will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The District of Hope will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

SEEKING IMMEDIATE ASSISTANCE

Canada's Criminal Code deals with matters such as violent acts threats and behaviours such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor or client/ customer then an immediate call to "911" is required.

RESPONSIBILITIES

As described in [WorkSafeBC's Employer Factsheet on Harassment and Bullying](#), the District of Hope shall:

- Not engage in any form of bullying, harassment or violence;
- Develop and maintain policy statements on bullying, harassment and violence;
- Take steps to prevent and minimize bullying, harassment and violence;
- Develop, implement and maintain procedures for reporting incidents and complaints;
- Develop, implement and maintain procedures for investigating incidents of complaints;
- Ensure supervisors and employees are aware of steps to prevent bullying, harassment and violence in the workplace;
- Ensure all employees, supervisors and Council are properly trained in recognizing the potential for bullying, harassment and violence, how to respond to incidents, and procedures for reporting;
- Review this Policy annually.

As described in [WorkSafeBC's Supervisor Factsheet on Harassment and Bullying](#), Supervisors shall:

- Not engage in bullying, harassment or violence of any kind;
- Treat others with respect, and contribute to a respectful and safe work environment;
- Comply with the policies and procedures in place for the District of Hope regarding bullying, harassment and violence;
- Promote a respectful and safe working environment;
- Ensure employees adherence to the Workplace Bullying, Harassment and Violence Policy;
- Investigate complaints of bullying, harassment or violence promptly and impartially;
- Maintain a confidential file for complaints of harassment, bullying and violence, investigations completed, and actions taken;
- Report the incident to police where appropriate;
- Apply appropriate disciplinary action where appropriate.

As described in [WorkSafeBC's Worker Factsheet on Harassment and Bullying](#), employees shall:

- Not engage in bullying, harassment or violence of any kind;
- Treat others with respect, and contribute to a respectful and safe work environment;
- Comply with policies and procedures in place for the District of Hope regarding bullying, harassment and violence;
- Promote a respectful and safe working environment;
- Report all acts of bullying, harassment and violence to management;

WITNESSING BULLYING, HARASSMENT OR VIOLENCE

It is the responsibility of all employees of the District of Hope to promote a workplace that is respectful and productive. Where employees do not speak up about the presence of bullying, harassment or violence they may become the next target and they are also condoning the actions.

Any employee who witnesses bullying, harassment or violence is directed to:

1. Offer the person support and inform them that you witnessed the incident.
2. Encourage the person to come forward and let them know that you will be a witness and will provide a statement in the event of an investigation.
3. In some cases, where the person decides to confront the individual informally, you may be asked to be a witness to the conversation (or as support).
4. Where the person does not wish to make a complaint, it is still important that management is aware of the bullying, harassment or violent act taking place in the workplace. Tell your manager or a member of Human Resources what you witnessed so that this type of behaviour can be eliminated at the District of Hope as soon as possible.

REPORTING BULLYING, HARASSMENT OR VIOLENCE**Informal:**

If you are being bullied, harassed or have been a victim of violence:

- Inform the person perpetuating the actions immediately that their actions are not acceptable to you as soon as they start to occur.
- Describe the specific actions that they took that caused you to feel uncomfortable. When confronted, in many instances, the person will stop. Sometimes a person is not aware that they are acting in an unacceptable manner. This may also prevent the act from escalating and possibly becoming dangerous.
- It is important to keep a record of dates and times where you have spoken to the person who has committed the act of bullying, harassment or violence and inform your manager/supervisor or Human Resources what occurred;
- If you are uncomfortable speaking directly to the person who has offended you or if you have done so and the conduct has continued, discuss your complaint with your Department Head or the Director of Corporate Services.

Where the actions continue, employees are directed to use the formal reporting process.

Formal:

Where bullying, harassment or violence has either continued to occur after a conversation with the individual or was extreme or dangerous in nature, employees are required to report it immediately.

Process:

- Speak with your supervisor/manager or with the Director of Corporate Services or another member of Management where your supervisor/manager is the cause of concern and report the incident.
- Write out a statement detailing the incidents 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 (behaviour and/or words used)
 - Any additional details that would help with an investigation
- A fact finding investigation will be instigated.
- Where it is determined that the person has contravened the law, the appropriate authorities will be contacted.
- All complaints shall be taken seriously and investigated fairly.
- Employees that submit a report or complaint of bullying, harassment or violence shall not be subject to any form of reprisal or retaliation as a result of the complaint.

Employees should be aware that the District of Hope does not support any retaliatory actions where the complainant has not utilized any of the reporting mechanisms.

INVESTIGATING REPORTS OF BULLYING, HARASSMENT OR VIOLENCE

Once a written complaint has been received, the District of Hope will complete a thorough investigation. The investigation will begin immediately after receiving the complaint. Bullying, harassment and violence will not be ignored. Silence can, and often is, interpreted as acceptance. The investigation will be conducted in a timely manner.

For the purposes of this section the following definitions apply:

Complainant – The person who has made a complaint about another individual who they believe has bullied, harassed or committed an act of violence against them or another individual.

Respondent – The person whom another individual has accused of committing an act of bullying, harassment or violence.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, will then be provided to the respondent(s).

- The respondent is invited to reply in writing to the complainant's allegations and the reply will be made known to the complainant before the case proceeds further.
- The District will do its best to protect from unnecessary disclosure the details of the incident being investigated and the identities of the complaining party and that of the alleged respondent.
- During the investigation, the complainant and the respondent will be interviewed along with any possible witnesses. Statements from all parties involved will be taken and a decision will be made.
- Where it is determined that harassment has occurred, a written report of the remedial action will be given to the employees concerned.

All documents related to the formal investigation will be maintained in a sealed envelope within a locked cabinet. The documentation will be kept by the District of Hope for a period of no less than two (2) years* after the respondent terminates their employment.

**Please Note: This is a best practice recommendation; there is no specific legislation regulating the length of time a company must maintain such files.*

DISCIPLINARY ACTIONS

If the findings of the investigation indicate that a violation of the Workplace Bullying, Harassment and Violence Policy has occurred, immediate and appropriate disciplinary action, up to and including dismissal, shall be administered. As well, the District of Hope will monitor the situation between the employees to ensure that the action does not reoccur. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense.

APPEAL PROCESS

If the complainant or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The employee must complete a written complaint form and submit it to the Director of Corporate Services or Chief Administrative Officer. The form should include all of the reasons why the employee did not feel that the process was equitable. Where necessary, further investigation will be instigated.

FRAUDULENT OR MALICIOUS COMPLAINTS

This Workplace Bullying, Harassment and Violence Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded/frivolous allegations of bullying, harassment or violence may cause both the accused person and the District significant damage. If it is determined by the District that any employee has knowingly made false statements regarding an allegation of bullying, harassment, or violence, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

CONFIDENTIALITY

The District of Hope will attempt, in all cases, to maintain the confidentiality of the complainant and respondent. While it is not always possible to do so when soliciting witness statements, the District of Hope will not release any information to other employees which would jeopardize the confidentiality of the parties involved. Where it is determined that legislation/law was contravened, the District of Hope will supply any and all evidence to the authorities as necessary, in accordance with Personal Information Protection Act.

PROVIDING SUPPORT

The District of Hope is committed to the wellbeing of all of our employees, as such where there has been an incident of bullying, harassment or violence we will ensure that the necessary support is provided to employees. Employees who are feeling adverse symptoms as a result of an incident are encouraged to speak with the Director of Corporate Services or another member of management so that the necessary support can be provided.

TRAINING

The District of Hope will provide training on the Workplace Bullying, Harassment and Violence Policy ensuring that:

- a) Employees understand the contents of the policy;
- b) Employees and Supervisors/Managers recognize bullying and harassment in the workplace;
- c) Employees know how they can respond to and report incidents of bullying, harassment or violence;
- d) Employees understand how the District will respond to and investigate reports of bullying, harassment and violence;
- e) Supervisors/Managers are adequately trained on how to respond to and investigate reports of bullying, harassment and violence; and,
- f) Supervisors/Managers are adequately trained on how to provide support for employees who may suffer from adverse symptoms as a result of bullying, harassment or violence.

POLICY REVIEW

The District of Hope will review the contents of this policy annually, or sooner, in the event of any incident occurring or when there are legislative changes related to bullying, harassment or violence in the workplace.

COUNCIL/EMPLOYEE REVIEW

All members of Council and each municipal employee will review this policy upon commencement of work and on a yearly basis (January of each year) and sign that they have read and understood the policy.

POSTING OF THIS POLICY

This policy will be posted in visible and accessible locations within District Hall and other District workplaces. Questions related to the interpretation of this policy should be directed to the Director of Corporate Services.

WORKSAFE BC INFORMATION

Additional information attached to the policy is the following WorkSafe BC documents:

- Worker Fact Sheet – Bullying and Harassment
- Backgrounder – Workplace Bullying and Harassment
- Employer Fact Sheet – Bullying and Harassment
- Supervisor Fact Sheet – Bullying and Harassment

ACKNOWLEDGMENT

Council/Employee: _____

Date and sign below that you have read and understood the *Workplace Bullying, Harassment and Violence Policy*.

YEAR	DATE SIGNED	<i>SIGNATURE</i>
2014		
2015		
2016		
2017		
2018		
2019		
2020		
2021		
2022		
2023		
2024		
2025		

Worker fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

WorkSafeBC's Board of Directors approved three Occupational Health and Safety (OHS) policies under sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment, and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment.

These policies are effective November 1, 2013.

This fact sheet explains the duties of workers.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Worker duties include the following:

- not engaging in bullying and harassment
- reporting if bullying and harassment is observed or experienced
- applying and complying with the employer's policies and procedures on bullying and harassment

Definition of workplace bullying and harassment

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

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Worker Duties – Workplace Bullying and Harassment D3-116-1

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

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

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

Resources and additional information

WorkSafeBC prevention information line
1.888.621.7233

Employers' Advisers Office
www.labour.gov.bc.ca/eao/

Workers' Advisers Office
www.labour.gov.bc.ca/wab/

WorkSafeBC has created a package of tools and resources to help workplace parties prevent and address workplace bullying and harassment. Access the online tool kit and OHS policies at www.worksafebc.com/bullying.

Backgrounder

Workplace bullying and harassment

WorkSafeBC's Board of Directors has approved three Occupational Health and Safety (OHS) policies under Sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment. These duties apply to the approximately 215,000 employers and 2.2 million workers currently served by WorkSafeBC.

What is the definition of workplace bullying and harassment according to WorkSafeBC's policies?

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

What do these policies mean?

The *Workers Compensation Act* sets out the general duties of employers, workers, and supervisors to ensure or protect the health and safety of workplace parties.

The OHS policies identify the steps that WorkSafeBC considers reasonable for workplace parties to take to prevent and address workplace bullying and harassment.

When do these policies take effect?

The bullying and harassment policies become effective November 1, 2013.

What do I need to do as an employer?

Understand your duties as an employer to prevent and address workplace bullying and harassment. Your duties include the following:

- not engaging in bullying and harassment of workers and supervisors
- developing a policy statement for your workplace
- taking steps to prevent or minimize bullying and harassment
- developing and implementing procedures for workers to report incidents and complaints of bullying and harassment
- developing and implementing procedures for dealing with incidents and complaints
- informing and training workers and supervisors
- annually reviewing the policy statement and procedures for reporting and dealing with incidents and complaints

What do I need to do as a supervisor?

A supervisor's duties include:

- not engaging in bullying and harassment of other workers, supervisors, or the employer
- applying and complying with the employer's policies and procedures on bullying and harassment

What do I need to do as a worker?

A worker's duties include:

- not engaging in bullying and harassment of other workers, supervisors, or the employer
- reporting bullying and harassment observed or experienced in the workplace
- applying and complying with the employer's policies and procedures on bullying and harassment

Why are these policies important to the workplace?

There are negative effects of bullying and harassment on workers and workplaces. Not only can bullying and harassment impair work performance and lead to increased absenteeism, it can lead to depression, anxiety, and post-traumatic stress disorder. It not only affects workers subjected to this behaviour, but can negatively affect witnesses and bystanders as well.

What is WorkSafeBC's role in the enforcement of these policies?

There is no planned "enforcement blitz." WorkSafeBC prevention officers will respond to enquiries and concerns about bullying and harassment in the workplace through existing inspection practices. Prevention officers will engage in inspection, consultation, and education activities with respect to workplace bullying and harassment as they would for any occupational health and safety requirement.

Resources and additional information

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1.888.621.7233

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www.labour.gov.bc.ca/eao/

Workers' Advisers Office
www.labour.gov.bc.ca/wab/

WorkSafeBC has created a package of tools and resources to help workplace parties prevent and address workplace bullying and harassment. Access the online tool kit and OHS policies at www.worksafebc.com/bullying.

Employer fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

WorkSafeBC's Board of Directors approved three Occupational Health and Safety (OHS) policies under sections 115, 116, and 117 of the *Workers Compensation Act*, dealing with workplace bullying and harassment. The policies define bullying and harassment, and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment.

These policies are effective November 1, 2013.

This fact sheet explains the duties of employers.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Employer duties include the following:

- not engaging in bullying and harassment
- developing a policy statement on bullying and harassment
- taking steps to prevent or minimize bullying and harassment
- developing and implementing procedures for reporting incidents and complaints
- developing and implementing procedures for dealing with incidents or complaints
- informing workers of the policy statement and steps taken to prevent bullying and harassment
- training workers and supervisors to recognize the potential for bullying and harassment, to respond, and to follow the procedures for reporting
- annually reviewing the policy statement and procedures

Definition of workplace bullying and harassment

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

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Employer Duties – Workplace Bullying and Harassment D3-115-2

Reasonable Steps to Address the Hazard

WorkSafeBC considers that reasonable steps by an employer to prevent where possible, or otherwise minimize, workplace bullying and harassment include the following:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;
- (c) developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- (d) developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
 - i. how and when investigations will be conducted;
 - ii. what will be included in the investigation;
 - iii. roles and responsibilities of employers, supervisors, workers and others;
 - iv. follow-up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms, etc.); and
 - v. record keeping requirements;
- (e) informing workers of the policy statement in (a) and the steps taken in (b);

(f) training supervisors and workers on:

- i. recognizing the potential for bullying and harassment;
- ii. responding to bullying and harassment; and
- iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;

(g) annually reviewing (a), (b), (c), and (d);

(h) not engaging in bullying and harassment of workers and supervisors; and

(i) applying and complying with the employer's policies and procedures on bullying and harassment.

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

In order to determine what is reasonable in the policy, a definition below is included for a 'reasonable person'.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

Resources and additional information

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www.labour.gov.bc.ca/eao/

Workers' Advisers Office
www.labour.gov.bc.ca/wab/

WorkSafeBC has created a package of tools and resources to help workplace parties prevent and address workplace bullying and harassment. Access the online tool kit and OHS policies at www.worksafebc.com/bullying.

Supervisor fact sheet

Workplace bullying and harassment

Occupational Health and Safety bullying and harassment policies

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These policies are effective November 1, 2013.

This fact sheet explains the duties of supervisors.

Bullying and harassing behaviour can include:

- verbal aggression or yelling
- humiliating initiation practices or hazing
- spreading malicious rumours
- calling someone derogatory names

Bullying and harassing behaviour does not include:

- expressing differences of opinion
- offering constructive feedback, guidance, or advice about work-related behaviour
- reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Supervisor duties include the following:

- not engaging in bullying and harassment
- applying and complying with the employer's policies and procedures on bullying and harassment

Definition of workplace bullying and harassment

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

Bullying and Harassment WorkSafeBC Policy Effective November 1, 2013

Supervisor Duties – Workplace Bullying and Harassment D3-117-2

A supervisor's obligation to ensure health and safety of workers includes:

- (a) not engaging in bullying and harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and
- (b) applying and complying with the employer's policies and procedures on bullying and harassment.

Practice

The definition of bullying and harassment 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.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

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Resources and additional information

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