

## **Workplace Bullying and Harassment Policy**

Adopted date: Aug 24, 2022	Amended date:	Next Review: 2023
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### OBJECTIVE

To create and maintain a workplace environment which fosters mutual respect, integrity, and professional conduct. Van Anda Improvement District (VAID) will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this Policy

### POLICY

#### WORKPLACE CONDUCT

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

#### Bullying and harassment

- a) includes any inappropriate conduct or comment by any person, including employees, rate payers, Trustees and/or the general public, 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 rumours.

#### Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

#### APPLICATION

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers, Trustees, and volunteers. It applies to interpersonal and electronic communications, such as email and social media. It is applicable to all locations where work is performed.

#### COMPLAINT PROCESS

If any issues arise, refer to the Conflict Resolution Policy.

#### ANNUAL REVIEW

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



# POLICY

## RELATED DOCUMENTS

- Worksafe BC
- Conflict Resolution Policy

## FORMS

- Policy Agreement Form