

## ADMINISTRATIVE PROCEDURES #303

# WORKPLACE BULLYING AND HARASSMENT PREVENTION

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### REFERENCE TITLE: POLICY #4.05 WORKPLACE BULLYING AND HARASSMENT PREVENTION

#### PREAMBLE

The Burnaby School District seeks to provide a work environment which is supportive of the dignity and self-esteem of employees and is free of workplace bullying and harassment.

#### POLICY

**THE BOARD OF EDUCATION IS COMMITTED TO ENSURE THAT ALL STAFF ARE TREATED IN A FAIR AND RESPECTFUL MANNER. BULLYING AND HARASSMENT IS NOT ACCEPTABLE OR TOLERATED IN THE WORKPLACE.**

#### ADMINISTRATIVE PROCEDURES

1. Specific to all District staff, bullying and harassment includes any inappropriate conduct or comment towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. Bullying and harassing behaviour can include, but is not limited to:
  - a. Verbal or non-verbal aggression
  - b. Humiliation or use of derogatory names
  - c. Spreading malicious rumours
  - d. Vandalizing personal belongings
2. Bullying and harassment is not any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Bullying and harassing behavior does not include:
  - a. Expressing differences in opinion
  - b. Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
3. The District shall respond to and investigate reports of bullying and harassment as follows:
  - a. Staff shall report incidents of bullying and harassment by referring to the definitions found in their collective agreement (Teachers – Article E.2, CUPE Clause 27) and by completing a District Workplace Bullying and Harassment Report form and following the reporting procedures.

- b. Staff shall submit the report to their appropriate Administrator/Manager. If the Administrator/Manager is involved with the incident of bullying and harassment, staff shall submit the report to Human Resources.
  - c. The District, upon receipt of a completed report, will conduct a preliminary review and assign an appropriate investigator to conduct the investigation. The District will ensure there is no real or perceived conflict of interest between the investigator and complainant by providing the investigator with sufficient details.
  - d. The investigator will notify and provide both the complainant and respondent equal treatment in evaluating the allegations, focus on finding facts and evidence, and maintain confidentiality.
  - e. The District will attempt to resolve bullying and harassment incidents between the complainant and respondent through the mediation process and seek remedies to resolve issues and accommodate where appropriate.
4. Staff filing a claim for bullying and harassment to the WCB (Workers' Compensation Board) shall:
- a. Submit an Application for Compensation and Report of Injury or Occupational Disease (Form 6a) to the District and the WCB, and;
  - b. Provide medical documentation from a licensed psychologist or psychiatrist to the District and the WCB to confirm the diagnosis of a mental disorder.
  - c. The District will determine an appropriate investigation when a claim for bullying and harassment has been reported.
  - d. The claim decision is the authority of the WCB and may be appealed as per all WCB claims.
5. Information collected by the District for the purposes of investigation, correction and prevention of bullying and harassment in the workplace is confidential and is protected in accordance with the Freedom of Information and Protection of Privacy Act.

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Date Adopted: 2017-10  
Date(s) Revised: 2020-01  
2021-10  
2022-02

Cross References: Policy #4.05 Workplace Bullying and Harassment Prevention