

ADMINISTRATIVE PROCEDURES #303

WORKPLACE BULLYING AND HARASSMENT

BACKGROUND

The Burnaby School District is committed to fostering a respectful and inclusive work environment that actively prevents workplace bullying and harassment.

Definitions

“Bullying and harassment”, as it applies to all staff, includes any inappropriate conduct or comment directed at a staff member that the person knew or reasonably ought to have known would cause humiliation or intimidation. This includes, but is not limited to:

1. verbal or non-verbal aggression;
2. humiliation or use of derogatory names;
3. spreading malicious rumours; and,
4. vandalizing personal belongings.

“Bullying and harassment” is not:

1. expressing differences in opinion; and/or,
2. reasonable action taken by the employer or supervisor related to the management and direction of staff and/or the place of employment.

PROCEDURES

Prevention

The District is committed to providing staff with the education and training necessary to effectively recognize, refrain from, and report incidents of bullying and harassment.

Reporting and Addressing Bullying and Harassment

The District will respond to and investigate reports of bullying and harassment as outlined below.

1. 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) or WorkSafeBC regulations. Staff are to complete the District Workplace Bullying and Harassment Report form located on the Health & Safety staff portal and follow the reporting procedures.
2. The District, upon receipt of a completed report, will conduct a preliminary review and if required, assign an investigator to conduct the investigation. The District will ensure there is no conflict of interest between the investigator and complainant.
3. The investigator will be tasked with being impartial and maintaining confidentiality.

Staff reporting an injury arising from a bullying and harassment incident to WorkSafeBC must submit a Form 6a (Worker's Report of Injury or Occupational Disease to Employer) to the District and Worker's Compensation Board (WCB).

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Cross References: