



Workplace Bullying, Harassment and Violence Policy

Category: Human Resources	Number: 1.1	Replaces: n/a
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Office of Primary Responsibility: Human Resources		
Date Adopted: April 13, 2018	Board Resolution Number: 2018-4-40	Date to be Reviewed: n/a
Manner Issued: New and Existing Directors – Orientation		

PURPOSE:

To establish clear definition and rules regarding workplace bullying and harassment.

POLICY:

Bullying and Harassment

- (a) Includes verbal or physical conduct that over a period of time, continually and systematically intimidates, shows hostility, or threatens.
- (b) Includes any inappropriate conduct or comment by a person towards another person that the individual knew or reasonably ought to have known would cause that person to be humiliated or intimidated.
- (c) To constitute personal harassment or bullying, behaviour may be repeated or persistent or may be a single serious incident.
- (d) The above is not exclusive, and harassment can also take place on the grounds of any characteristic, including those protected under Human Rights legislation.
- (e) Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment; expressing differences in opinion; offering constructive feedback, guidance or advice about work-related behaviour.

Sexual Harassment

Sexual harassment is a form of harassment and is defined as one or a series of incidents involving unwelcome sexual advances, requests for sexual advances, requests for sexual

favours, or other verbal or physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to, the following types of behaviour:

- (a) sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or jokes that are by their nature clearly embarrassing or offensive;
- (b) display of offensive material of a sexual nature;
- (c) sexually degrading words used to describe a person; derogatory or degrading remarks directed toward members of one sex or one sexual orientation;
- (d) sexually suggestive or obscene comments or gestures;
- (e) unwelcome sexual flirtations, advances, or propositions;
- (f) unwelcome inquiries or comments about a person's sex life;
- (g) persistent unwanted contact or attention after the end of a consensual relationship;
- (h) requests for sexual favours;
- (i) unwanted touching; or
- (j) verbal abuse or threats of a sexual nature; and sexual assault.

All People

- must not engage in the bullying and harassment of other people.
- must report if bullying and harassment is observed or experienced, in accordance with the CRD's Workplace Bullying, Harassment and Violence Reporting/Investigating Procedures.
- must apply and comply with the employer's policies and procedures on bullying, harassment and violence.
- Will be encouraged to report any criminal behavior to the RCMP.

Code of Conduct

In addition to this Policy, elected officials will also abide by the CRD's Code of Conduct for Directors.

Application

This policy statement applies to all elected officials, volunteers, workers, including permanent, temporary, casual, contract, and student workers. It also applies to interpersonal and electronic communications, such as email and social media.

POLICY STATEMENT:

The Cariboo Regional District will not tolerate bullying, harassment or violence in its workplace. All people will be treated in a fair and respectful manner.

*** **END OF POLICY** ***

Acknowledgment and Agreement

I acknowledge that I have read and understand the Cariboo Regional District Workplace Bullying, Harassment and Violence Policy. Further, I agree to adhere to this Policy.

Name: _____

Signature: _____

Date: _____

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
HR 1.1	Apr. 13, 2018	n/a	N	n/a	2018-4-40

Please return the original signed copy to Human Resources for retaining.