



DISTRICT PRACTICE 10050

WORKPLACE BULLYING AND HARASSMENT

DISTRICT PRACTICE:

1. The School District will:
 - a) take steps to prevent or minimize bullying and harassment;
 - b) develop and implement procedures for workers to report incidents or complaints;
 - c) develop and implement procedures for dealing with incidents or complaints;
 - d) inform workers of the Policy statement and steps taken to prevent bullying and harassment;
 - e) train administrators/supervisors and workers; and,
 - f) annually review the Policy statement and procedures for reporting and dealing with incidents and complaints.

2. Administrators/Supervisors will:
 - a) treat others with courtesy, respect, and fairness;
 - b) report bullying and harassment observed or experienced in the workplace; and,
 - c) implement and comply with the School District's policies and procedures on bullying and harassment.

3. Workers will:
 - a) treat others with courtesy, respect, and fairness;
 - b) comply with the School District's policies and procedures on bullying and harassment; and,
 - c) report bullying and harassment observed or experienced in the workplace.

Making a report:

If you are involved in an incident that could be considered harassment or bullying, please discuss the situation with your administrator/supervisor to determine whether the incident should be reported on the Violent Incident Report form (*for persons other than school district employees*) or on the Bullying and Harassment Report Form.

If the incident involves your administrator/supervisor, please discuss the situation with his or her supervisor to determine the best reporting route. Alternatively, you can discuss the incident with the Superintendent, Assistant Superintendent, or Secretary Treasurer. If the incident involves a member of Senior Management or a School Trustee, you can contact the WorkSafeBC prevention information line at 1.888.621.7233.



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Situations involving another School District employee must be reported on the Bullying and Harassment Report Form. If you meet with the other employee and resolve the situation, a report must still be filed with your supervisor, but no investigation will take place and no record will be placed on either person's file in the Human Resources Department.

Incidents involving bullying and harassment with persons not in the employ of the School District will result in an investigation being conducted and recommendations for the next steps. These incidents will be filed with the Human Resources Department as required by the Occupational Health and Safety Regulations. **Note: these reports are not to be sent to Site or District Health and Safety Committees.**

Employees may access a copy of the Workplace Bullying and Harassment Report form and the Workplace Bullying and Harassment Remedy Flow Chart by logging on to the SD6 staff intranet and following the links to health and safety.