

4.5 Workplace Bullying & Harassment Policy

Policy Statement:

The Burnaby Association for Community Inclusion (BACI) is committed to a work environment that is characterized by professionalism, collegiality, and harmony. Consequently, BACI strives for a workplace free of bullying and harassment.

Beyond that, as an organization, BACI is committed to a society and culture that includes all people. The Association believes all people should be treated with respect, warmth, and value not only by our actions, but by our values and beliefs as well.

This policy is intended to address workplace conduct requirements, as outlined by:

- WorkSafeBC
- Collective Agreement
- Provincial and Federal Laws and Regulations

BACI will not tolerate nor condone personal or sexual harassment and/or bullying in any interactions connected to the workplace. If such conduct is found to have occurred in the workplace, BACI will take disciplinary action, up to and including dismissal.

BACI considers false allegations of bullying and harassment to be serious workplace misconduct. If an employee is found to make a false allegation with malicious or disparaging intent, BACI may take disciplinary action up to and including dismissal.

This policy is not intended to constrain normal social interactions nor the Employer's right to direct work in a professional manner and for bona fide work-related purposes.

Purpose:

The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace and to provide procedures for handling and resolving complaints. It is intended to promote the wellbeing of everyone in the workplace and to foster the values of integrity, trust, and harmony that are essential for a sound organization.

Policy Scope:

This policy applies to all regular and casual bargaining unit staff, exempt employees, and management. This policy applies to all situations where activities are connected to work for the Association and could impact on employment during and outside of regular business hours at and/or away from the workplace. This includes, but is not limited to:

- Activities on the premises of BACI's programs and services;

- Work assignments outside of the premises of BACI;
- Work-related training sessions, education seminars, and conferences;
- Work-related travel;
- Work-related social functions that are sponsored or organized by BACI.

Employees are expected to conduct themselves in a manner that is consistent with the requirements of the collective agreement, WorkSafe BC, and provincial/federal laws and regulations, which prohibit workplace bullying and harassment.

Definitions:

Bullying:

Workplace bullying is usually seen as behaviour (conduct or comments) that can “mentally” hurt or isolate a person; however, it can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.

Harassment:

Harassment includes verbal or physical behaviour that is discriminatory in nature based on another person’s race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age, sexual orientation, or gender identity.

Harassment in the workplace can include engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

Procedures:

Employees with bullying or harassment complaints should follow the procedures for reporting outlined in the Collective Agreement. Complaints should be in writing and include the names of possible witnesses.

Reported complaints are measured against this Bullying and Harassment Policy. If an investigation is warranted, the investigator will follow the investigation procedures outlined in the Collective Agreement.

Note: if an incident of workplace harassment or bullying is reported to WorkSafe BC, they may also conduct an investigation under their jurisdiction and procedures.

Linking Policy

1.8 Code of Ethics

Statement of Compliance

I have read BACI's Bullying and Harassment Policy. I fully understand the terms of this policy and agree to abide by them.

I know that any violation of this policy may lead to disciplinary action being taken.

Employee name & position

Employee signature

Date

Supervisor name - program