



## School District No. 63 (Saanich)

### Workplace Bullying and Harassment Reporting Procedures for Employees

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Employees of School District No. 63 (Saanich) should be familiar with Board Policy 5530 – Bullying and Harassment. This policy is intended to provide you with guidance on what would potentially be considered bullying and harassment in the workplace and a violation of Board policy and WorkSafe BC occupational health and safety policies and regulations.

Board Policy 5530 can be found on the School District website [www.sd63.bc.ca](http://www.sd63.bc.ca) under the 'Our Board' tab then select 'Board Policies.'

#### **What to do if you are being bullied or harassed:**

1. Approach the person in a positive, confidential manner
2. Tell them what behavior was inappropriate
3. Make it clear that the behavior is unwanted and unacceptable
4. Make notes of any uncomfortable encounters including dates, times, locations, witnesses, etc.
5. Don't retaliate
6. If the issue cannot be resolved, report it to your supervisor or appropriate district contact.

Workers are encouraged to resolve the issue with the individual involved whenever possible.

#### **Worker Checklist for Reporting**

1. I have read the SD63 policy on bullying and harassment (policy #5530 located on the SD63 website under the 'Our Board' tab).  
 Yes       No
2. I have reviewed the WorkSafe BC Worker Duties.  
 Yes       No
3. I am comfortable discussing the situation with the individual involved.  
 Yes       No
4. I/we can resolve the issue or concern.  
 Yes       No

If the answer was **no** to question 3 or 4, report the situation to your school administrator, manager or the Director of HR using a Harassment Reporting Form (see reverse).

If the complaint is regarding the Director of HR, file your complaint with the Superintendent. If the complaint is regarding the Superintendent, file your complaint with the Board of Education Chairperson.



# School District No. 63 (Saanich)

## Harassment Reporting Form

Name: \_\_\_\_\_ Work location: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) suspected of harassment: \_\_\_\_\_

I was subjected to behavior that I consider to be bullying and harassment.

I witnessed behavior that I consider to be bullying and harassment.

Location of incident: \_\_\_\_\_

Date/time of incident: \_\_\_\_\_

Describe the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you react? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did anyone witness the incident? If so, who? \_\_\_\_\_

\_\_\_\_\_

Please include any other relevant information (*attach separate sheets as necessary*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I am filing this complaint because I honestly believe \_\_\_\_\_ has been harassing me and/or others.*

*I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary action. Furthermore, I realize that an investigation will be initiated once this complaint has been filed.*

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date