

WorkSafe BC Regulations

Under the *Workers Compensation Act* employers, workers, and supervisors have duties to ensure or protect the health and safety of workplace parties. These



obligations include preventing and addressing workplace bullying and harassment.

WorkSafe BC issued Occupational Health and Safety policies relating to workplace bullying and harassment that became effective November 1, 2013.

What are my responsibilities as a worker?

- Not engaging in bullying and harassment
- Reporting if bullying and harassment is *observed or experienced*
- Applying and complying with the employer's policies and procedures on bullying and harassment

Preventing Workplace Bullying and Harassment

Everyone has a responsibility to create and maintain a respectful work environment.

- Consider the effect your words or actions may have on other people
- Respect multicultural and other differences
- Treat people in all roles with equal respect
- Don't ignore behavior that makes you feel uncomfortable—speak up!
- Don't gossip
- Do your part to resolve situations at the lowest level possible
- Remember: you are a role model for

Where can I go for more information?

- See our Workplace Bullying and Harassment page on our staff website, [The Hub](#)
- Visit the [WorkSafe BC website](#)
- Contact Human Resources

School District No. 63
(Saanich)

Workplace Bullying and Harassment Awareness Guide

School District No. 63 (Saanich)
Human Resources Department
2125 Keating Cross Rd. Saanichton, BC V8M 2A5
Phone: 250-652-7300 Fax: 250-652-7372

Saanich Schools





What is bullying and harassment?

Includes:

Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

Excludes:

Any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of bullying/harassment:

- Behaviour that humiliates or intimidates
- Verbal aggression or name-calling
- Vandalizing personal belongings
- Sabotaging work
- Spreading malicious rumours
- Personal attacks
- Aggressive/threatening gestures

What is *not* bullying and harassment?

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another worker's conduct
- Reasonable management action, including decisions about:
 - ⇒ Job duties and work to be performed
 - ⇒ Workloads and deadlines
 - ⇒ Layoffs, transfers, promotions, and reorganizations
 - ⇒ Work instruction, supervision, or feedback
 - ⇒ Performance evaluation/management
 - ⇒ Discipline, suspensions, or terminations

What to do if you think you are being bullied or harassed

- Approach the person in a positive, confidential manner
- Tell them what behavior was inappropriate
- Make it clear that the behavior is unwanted and unacceptable
- Make notes of any uncomfortable encounters including dates, times, locations, witnesses, etc.
- Don't retaliate
- 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.

Checklist

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

If the answer was **no** to questions 3 or 4 above, then report the situation by following the reporting procedures listed below.

Reporting Procedures

A formal bullying or harassment complaint must be filed in writing to your school administrator, manager, or the Director of HR using the **Harassment Reporting Form** found on the Workplace Bullying and Harassment page of our staff website, [The Hub](#) or in the Zimbra Briefcase under the Health and Safety > Bullying and Harassment folder.

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.