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 students

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
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. 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 ESS Dashboard under the Health and Safety > Bullying and Harassment heading.

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.