



# Workplace Bullying and Harassment

**School District  
No. 63  
(Saanich)**

## 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

## Resources

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

## New WorkSafe BC Regulations effective November 1, 2013

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

## 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 and Harassment

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

## 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 regarding performance evaluations, layoffs,

## 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.**

## 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.