



# COWICHAN VALLEY

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## School District





STAFF ANNUAL EDUCATION

Workplace

Bullying and

Harassment



# Training overview

- *Workers Compensation Act*
- Recognizing workplace bullying and harassment
- Employer obligations
- Responding – worker and supervisor obligations
- Reporting procedures
- Investigating incidents or complaints
- What co-workers can do to stop bullying and harassment
- Talking to a bully
- Additional information





# Workers Compensation Act

Duties of employers, workers and supervisors:  
Ensure or protect health and safety  
Includes workplace bullying and harassment

Occupational Health and Safety (OHS)  
policies on workplace bullying and  
harassment, effective November 1, 2013





# What is workplace bullying and harassment?



**COWICHAN VALLEY**  
School District

- **Behaviour that humiliates or intimidates**
- **Examples might include:**
  - **Verbal aggression or name-calling**
  - **Vandalizing personal belongings**
  - **Sabotaging work**
  - **Spreading malicious rumours**
  - **Humiliating initiation practices / hazing**
  - **Personal attacks**
  - **Aggressive / threatening gestures**
  - **Cyber-bullying**
- **Can come from co-workers, supervisors, employers, external sources**





# **Bullying and Harassment**

- **Includes any inappropriate conduct or comment that the person knew, or reasonably should have known, would cause a person to be humiliated or intimidated**
- **Does not include every unpleasant interaction, instance of disrespectful behaviour or workplace conflict**





# **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**
  - **Work evaluation**
  - **Performance management**
  - **Discipline, suspensions, or terminations**





# Is it just Bad Behavior?

- **Not every unpleasant interaction or comment is bullying and harassment**
- **Arbitrator's Ruling**
  - “...All of us, on occasion, are stupid, heedless, thoughtless and insensitive...”
  - “...should not be trivialized, cheapened or devalued by using [bullying and harassment] as a loose label to cover petty acts, or foolish words, where harm, by any objective standard, is fleeting...”








## Effects and potential indicators

Workplace bullying and harassment might result in:

- Health and safety issues
- Distracting someone who is performing dangerous tasks
- Physical and/or psychological injury
- Lower productivity
- Lower morale
- Higher absenteeism
- Staff turnover – targets of bullying and harassment and their co-workers



# Employer Obligations



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Policy Statement

Prevent and mitigate

Reporting Procedures

Investigation Process

Training





## Policy Statement

The District is committed to providing a workplace where bullying and harassment are not acceptable or tolerated.

- Administrative Procedure 172
- Take reasonable steps towards prevention;
- Utilize consistent procedures for handling reports, including dealing with complaints, reporting and investigating
- Engage in training





## Prevent and mitigate

If aware of risks, take steps to prevent or minimize bullying and harassment

- Ensure clear communication on policies
- Promote culture of care, embracing and acknowledging the value of diversity and encouraging individual voice





# Reporting Procedures

- Report to **YOUR SUPERVISOR**
- If the employer or supervisor is the alleged bully, then report to **HUMAN RESOURCES**, the **Secretary-Treasurer** or **Superintendent**.





## Dealing with incidents or complaints

While conflict, difference of opinion, and decisions on how or what work is performed can be difficult interactions to navigate, these alone do not constitute bullying and harassment.

Report B-H to your Supervisor; or if the alleged bully is the Supervisor to HR, Secretary-Treasurer or Superintendent.

Conflicts and other less severe complaints may be resolved informally and confidentially between the two parties, and an impartial third-party. Results are reported to the district for ensuring compliance and record keeping.





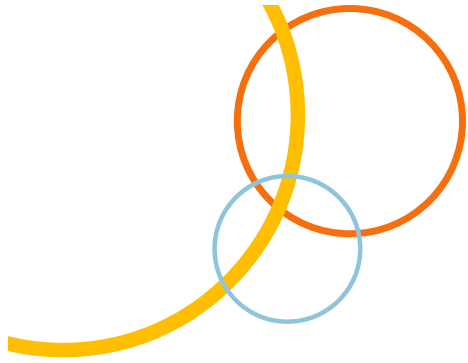
## Dealing with incidents or complaints

Formal resolution may be required for more severe allegations or complicated complaints.

Requires a written report of detailed allegations: the names of the parties involved, individual filling and any witnesses; locations; dates – Form 172-1

Full investigation includes gathering information from involved parties and witnesses





# Training

- **This training will be completed annually by each Worker and Supervisor; in addition to**
- **A training module completed at commencement of employment**





# Worker's Obligations

Report

Conduct

Use  
Procedures



# Supervisor's Obligations

Follow up and  
observe

Conduct

Use  
Procedures





## What can co-workers do to stop workplace bullying and harassment?

- Listen to the target
- Don't gossip
- Offer support (e.g., employee assistance program, counsellor)
- Document details of what you see to share in an investigation
- Dates
- Details
- Witnesses
- Tell the bully to stop





## Talking to an alleged bully

- If you are the target of, or witness to, bullying and harassment:
- Tell the bully what behaviour was inappropriate
- Make it clear the behaviour is unwanted and unacceptable
- Stay calm
- Don't retaliate
- Report it



# More Information

CUPE  
USW  
CVTF

Your Union

[www.sd79.bc.ca](http://www.sd79.bc.ca)  
[www.worksafebc.com](http://www.worksafebc.com)

Website

Supervisor  
HR  
H&S

Your Employer

