***(Name of organization)’s***

**Workplace bullying and harassment policy statement**

This policy applies to all workers, including permanent, temporary, casual, contract, and student workers in **(insert business name here)**  business’ workplace .

Bullying and harassment are not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

**Definition of bullying and harassment**

(a) 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 humiliatedor intimidated, but

(b) 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 conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors

.

**Workers must:**

* not engage in the bullying and harassment of other workers—this also applies to interpersonal and electronic communications, such as email;
* be trained on recognizing and responding to bullying and harassment, and on the workplace reporting & investigative procedures;
* report if bullying and harassment is observed or experienced;
* apply and comply with the employer’s policies and procedures on bullying and harassment.

**Mechanism for handling complaints**

Incidents of bullying and harassment must be reported to

***(insert name and contact information)***

In the event of a complaint of, workers should refer to ***(insert business name here)***’s

procedures for reporting and dealing with complaints and incidents.

**Annual review**

This policy statement will be reviewed every year. All workers will be provided with a copy.

| Date Created: |  | Annual Review Date: |  |
| --- | --- | --- | --- |

# **<Organization name>Workplace bullying and harassment investigation procedures**

These are sample procedures for dealing with incidents and complaints of workplace bullying and harassment. Investigation procedures can vary significantly from one workplace to another and employers can provide additional information regarding their specific investigation process. Employers are not required to use this template as long as they have reasonable procedures in place that meet their legal duties. Additional resources and an explanation of legal duties can be found at [www.worksafebc.com/bullying/](http://www.worksafebc.com/bullying/).

**1. How and when investigations will be conducted**

Most investigations at <organization name> will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

• be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances

• be fair and impartial, providing both the complainant and respondent equal treatment
in evaluating the allegations

• be sensitive to the interests of all parties involved, and maintain confidentiality

• be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses

• incorporate, where appropriate, any need or request from the complainant or respondent
for assistance during the investigation process

**2. What will be included**

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then <organization name> will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

**3. Roles and responsibilities**

<Name/job title> is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

<Name/job title of the person responsible for investigations> will conduct investigations and provide a written report with conclusions to <name/job title of the person responsible for receiving reports>.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to <name/job title of the person responsible for receiving reports>.

**4. Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by <name/job title of the person responsible for sharing findings>.

Following an investigation, <name/job title> will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program
or be encouraged to seek medical advice.

**5. Record-keeping requirements**

<Organization name> expects that workers will keep written accounts of incidents to submit
with any complaints. <Organization name> will keep a written record of investigations, including the findings.

**6. Annual review**

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at <location where workers can find the procedures>.

| **Date created** | **Annual review date** |
| --- | --- |