WORKPLACE BULLYING AND HARASSMENT

AND LEGAL DUTIES

BLUE COLLAR SILVICULTURE LTD.
Training overview

- *Worker’s Compensation Act*
- Policy statement
- Recognizing workplace bullying and harassment
- Employer obligations
- worker and supervisor obligations
- Reporting and investigating procedures
- What co-workers can do to stop bullying and harassment
- Talking to a bully
Workers Compensation Act

- Duties of employers, workers and supervisors:
  To ensure & protect the health and safety of workers including from workplace bullying and harassment

- Occupational Health and Safety (OHS) policies on workplace bullying and harassment issued in 2013
Policy statement

This Company will not tolerate workplace bullying and harassment and in order to ensure and protect the health and safety of its employees, this Company recognizes bullying and harassment as a workplace hazard and will apply prevention steps.
Policy statement continued

- We recognize that bullying and harassment is behaviour that humiliates and intimidates and can come from co-workers, supervisors, employers and external sources like clients or contractors.
Policy statement continued

- We will treat bullying and harassment as a workplace health and safety deficiency and once instances have been reported, all cases will be investigated and mitigate any real hazards through one of many options available from counselling and employee assistance programs to progressive discipline.
What is workplace bullying and harassment?

- Behaviour that humiliates or intimidates
- Can come from co-workers, supervisors, employers, external sources
Some bullying examples

- Verbal aggression or name-calling
- Vandalizing personal belongings
- Sabotaging work
- Spreading malicious rumours
- Humiliating initiation practices / hazing
- Personal attacks
- Aggressive / threatening gestures
- Cyber-bullying
What is *NOT* bullying and harassment?

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another worker’s conduct
NOT bullying, continued

- 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 management
  - Discipline, suspensions, terminations
Workplace bullying and harassment might result in ...

- Health, safety and production issues including:
  - 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

- Stand behind their anti-bullying policy commitment
- Prevent or minimize bullying and harassment
- Encourage the reporting of bullying
- Investigate bullying complaints
- Train workers and supervisors
Prevent or minimize

PREVENTION STEPS

• Step away from the person who is bullying, aggressive or harassing and

• Put a barrier between you and that person

• Or leave the scene to report.
Reporting procedures

- Report to supervisor
- If the employer or supervisor is the alleged bully, then report to safety representative.
- Use a phone or radio to contact the supervisor, safety representative or office and report the incident.
Incidents or complaints

INVESTIGATION STEPS:

- Describe events leading up to an incident.

- Identify contributing causes and root causes and recommendations.

- All follow-up to complaints or incidents will be conducted by supervisors, managers, safety representatives.
Dealing with incidents or complaints

- Investigations will be completed immediately
- Representatives from safety, supervisors and management will conduct investigations
- Recommendations become corrective action which will be followed up on to determine if effective
- All records will be maintained for 7 years.
Training supervisors and workers

- Training in recognizing bullying and harassment
- The negative effect of bullying and harassment
- The procedures to prevent, report and investigate bullying and harassment
What must workers do?

- Report if they observe or experience bullying and harassment
- Not engage in workplace bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment
What *must* supervisors do?

- Not engage in bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment
- Contribute to investigating all complaints or incidents
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
- 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 and don’t retaliate
For more information

- Company policies and procedures can be found in the office and safety binders.
- Contact the owner or supervisor for more information
- For more tips, resources and information, visit WorkSafeBC.com/bullying