

Building Respectful Workplaces - Bullying & Harassment

PRE EMPLOYMENT TRAINING FOR:



B L U E C O L L A R G R O U P

www.bluecollargroup.ca



Training Overview

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



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.

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. Once instances have been reported, cases will be investigated.

Any real hazards will be mitigated through one of the 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, or external sources .



*Workplace
Bullying and
Harassment
May 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 — can affect both the targets of bullying and harassment and their co-workers.



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?*

- Offering constructive feedback.
- Expressing differences of opinion.
- 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.



Employer Obligations & Commitments

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



*Training
Supervisors
and
Workers*

- Training in recognizing bullying and harassment.
- Awareness of the negative effect of bullying and harassment .
- The procedures to prevent, report, and investigate 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
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 Can
Co-workers Do
to Stop
Workplace
Bullying and
Harassment?*

- Tell the bully to stop.
- 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.



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.



*Prevent or
Minimize*

PREVENTION STEPS

- Step away from the person who is bullying, aggressive, or harassing.
- Put a barrier between you and that person.
- Leave the scene to report.



Reporting Procedures

- Report to supervisor.
- If the employer or supervisor is the alleged bully then report to the safety coordinator, safety representative, or office.
- Refer to harassment protocols flowchart, posted on the safety board, for preferred contact information.



Dealing With Incidents or Complaints

- Investigations will be completed immediately.
- Representatives from safety, supervisors, and management will conduct investigations.
- Recommendations made from the investigation will be tracked through corrective action to determine effectiveness.
- All records will be maintained for 7 years.



Incident 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, and safety representatives.



For More Information

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

