

Bullying and Harassment Policy & Procedures

BOD17

1 Introduction

- 1.1 This policy and its accompanying procedures outline the reporting and investigation process for Board members who are bullied or harassed, by any person, while carrying out their duties.

2 Objectives

- 2.1 The objective of the Bullying and Harassment Policy is to promote the well-being of Directors by identifying and preventing bullying and harassment while carrying out their duties as Board members. This policy also provides clarity on expectations for behaviour from all Directors.

3 POLICY

3.1 Definition of Bullying and Harassment

Bullying and Harassment:

- 3.1.1. Includes any inappropriate conduct or comment by a person towards a Board member or employee that the person knew or reasonably ought to have known would cause a Board member or employee to be humiliated or intimidated; and excludes any reasonable action taken by an employer, manager, director or Board member relating to the management and direction of Board members and employees.
- 3.1.2. Conduct or comments that might constitute bullying and harassment can take many forms that include but are not limited to:
- using verbal aggression or insults
 - calling someone derogatory names
 - using harmful hazing or initiation practices
 - vandalizing personal belongings
 - spreading malicious rumours

4 Board Member Obligations

Board members must:

- 4.1 Not engage in the bullying and harassment of other Board members, employees, or persons acting on behalf of the Trust.
- 4.2 Report if bullying and harassment is observed or experienced while carrying out their duties as Board members.
- 4.3 Apply and comply with the Trust's policies and procedures on bullying and harassment and be forthright and responsive in any investigation into alleged incidents of bullying and harassment.
- 4.4 Maintain confidentiality with respect to any investigation into alleged incidents of bullying and harassment.

4.5 Annually review the policy and procedures on Bullying and Harassment.

5 Application

5.1 This policy applies to all Board members and to interpersonal and electronic communications, such as email and all social media.

6 INVESTIGATION PROCEDURE

6.1 Board members can report incidents or complaints of bullying and harassment verbally or in writing.

6.2 Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident in order for it to be investigated and addressed promptly.

6.3 Reporting Contacts

Board members can report incidents or complaints to:

- Chair of the Board
- Vice Chair of the Board, or
- any member of the Executive Committee of the Board.

6.3.1 Reports should provide as much information as possible including names of people involved, witnesses, where and when the event(s) occurred and what behaviour and/or words led to the complaint. Supporting documents, such as emails, handwritten notes, or photographs should be attached to the report. Any physical evidence, such as vandalized personal belongings, can also be submitted.

6.4 Investigations may be conducted internally, and in complex and sensitive situations, an external investigator may be hired. The reporting contact and Board member will work with Trust staff to follow investigation procedures as outlined in Trust policies.

7 Roles and Responsibilities

7.1 The Trust is responsible for ensuring investigation procedures are followed. All Board members and employees are expected to cooperate with investigators and provide any details of incidents they may have experienced or witnessed. The Trust will conduct investigations and provide a full written report with conclusions.

8 Follow Up

8.1 The complainant and respondent will be advised in writing of the investigation findings. Appropriate corrective actions, if necessary, will be taken within a reasonable time frame.

8.2 Witnesses will not be privy to the outcome of the investigation.

8.3 The Trust will keep a written record of investigations, including associated and supporting information and the findings. These will be securely and confidentially stored.