

BULLYING & HARASSMENT POLICY

HR18

INTRODUCTION

The Trust is committed to maintaining a safe, positive and inclusive work environment, free from any kind of bullying or harassment, where all employees are treated with dignity and respect. This policy and its accompanying procedures outline the reporting and investigation process for employees of the Trust who are bullied or harassed, by any person, while carrying out their duties.

OBJECTIVES

The objective of the Bullying & Harassment Policy is to promote the well-being of Trust employees by identifying and preventing bullying and harassment in the workplace. This policy also provides clarity on expectations for behaviour from all employees.

ELIGIBILITY

This policy is applicable to all Trust employees.

POLICY

1. DEFINITION OF WORKPLACE BULLYING AND HARASSMENT

Bullying and Harassment:

- a. Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause an employee to be humiliated or intimidated; and excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.
- b. Workplace bullying and harassment can take many forms, including but not limited to:
 - using verbal aggression or insults
 - calling someone derogatory names
 - using harmful hazing or initiation practices
 - vandalizing personal belongings
 - spreading malicious rumours

2. EMPLOYEES OBLIGATIONS

Employees must:

- a. Not engage in the bullying and harassment of other employees, managers, the employer or persons acting on behalf of the employer (including Board members).

- b. Report if bullying and harassment is observed or experienced in the workplace.
- c. Apply and comply with the Trust's policies and procedures on Bullying & Harassment and be forthright and responsive in any investigation into alleged incidents of bullying and harassment.
- d. Maintain confidentiality with respect to any investigation into alleged incidents of bullying and harassment.
- e. Annually review the policy and procedures on Bullying & Harassment.

3. APPLICATION

- a. This policy applies to all employees, including permanent, temporary, casual, contract, and student employees and to interpersonal and electronic communications, such as email and all social media.
- b. This policy applies to incidents that occur at the workplace or during work hours as well as incidents that occur outside of the usual workplace or after work hours that arise out of or are sufficiently connected to an employee's employment such as a work-sponsored social event or conference.
- c. The Trust may initiate appropriate action, which may include education, training or counselling, and/or discipline up to and including termination, if it is determined that:
 - an employee's conduct constitutes bullying and harassment
 - an employee has filed a fictitious or malicious complaint
 - an employee has engaged in retaliatory action against any employee

4. ASSOCIATED PROCEDURES AND FORMS

- a. Below is a list of related procedures and forms for Trust employees to use to report and investigate alleged bullying and harassment.

[HR18-1 Bullying & Harassment Reporting & Investigation Procedure](#)
[HR18-1 Bullying & Harassment Complaint Form](#)

Below is a link to the Whistle Blower & Public Interest Disclosure Policy which contains additional avenues that employees may use for items of concern that fall under specific criteria covered by the policy.

[HR19 Whistle Blower & Public Interest Disclosure Policy](#)