

BULLYING AND HARASSMENT POLICY

HR17

INTRODUCTION

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

OBJECTIVES

The objective of the Bullying and Harassment Policy is to ensure that the Trust will not accept or tolerate bullying and harassment and to ensure that all employees and Board members will be treated in a fair and respectful manner.

POLICY

1. DEFINITION OF BULLYING AND HARASSMENT

Bullying and Harassment:

- a. Includes any inappropriate conduct or comment by a person towards an employee or Board member that the person knew or reasonably ought to have known would cause an employee or Board member 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 employees or Board members.
- b. Examples of conduct or comments that might constitute bullying and harassment includes but is 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 AND BOARD MEMBERS OBLIGATIONS

Employees and Board members 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 and harassment.
- d. Annually review the policy and procedures on Bullying and Harassment.

3. APPLICATION

- a. This policy statement applies to all employees and Board members, including permanent, temporary, casual, contract, and student employees and to interpersonal and electronic communications, such as email and all social media including Twitter and Facebook.

4. ASSOCIATED PROCEDURES AND FORMS

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

HR17-1 Bullying and Harassment Reporting and Investigation Procedure

HR17-1 Bullying and Harassment Complaint Form

HR17-2 New Employee Orientation Bullying and Harassment Checklist Form