

## **Bullying and Harassment Policy & Procedures**

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### **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 ensure that the Trust will not accept or tolerate bullying and harassment and to ensure that all Board members and employees will be treated in a fair and respectful manner.

### **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. 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.

### **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.
- 4.4 Annually review the policy and procedures on Bullying and Harassment.

## **5 Application**

- 5.1 This policy statement applies to all Board members and employees, 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.

## **6 PROCEDURES**

- 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;
- 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.

## **7.0 Roles and Responsibilities**

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.

## **8.0 Follow Up**

The alleged bully and alleged target will be advised of the investigation findings. Appropriate corrective actions, if necessary, will be taken within a reasonable time frame.