

## **Workplace Bullying and/or Harassment Policy**

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Reference: Workers Compensation Act - Guideline – D3-115(1)-3 Bullying and harassment  
Workplace Bullying or Harassment Complaint form – Appendix 3 Forms

### **Application**

This policy applies to all workers, including permanent, temporary, casual, contract, and student workers. “Workers” includes supervisors and managers.

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### **Bullying and Harassment**

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers, and
- (c) excludes any reasonable action taken by an employer or supervisor relating to management of the workplace.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### **Workers Must:**

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer’s policies and procedures on bullying and harassment.

### **Investigation of Complaints or Incidents**

Managers or supervisors will investigate complaints or incidents of workplace bullying or harassment. Corrective action will be taken to eliminate or otherwise minimize the risks of workplace bullying or harassment.

### **Communication of Policy**

This policy will be posted [in the shop] and a copy given to employees at part of their company orientation. The policy will be reviewed with others on site during their site orientation.

### **Annual Review**

This policy statement will be reviewed every year.