

Workplace Bullying and Harassment

Training and Legal
Duties

**Smithers Community Radio
Society
[June 2024]**

Training overview

- Recognizing workplace bullying and harassment
- Employer obligations
- Responding — worker and supervisor obligations
- Reporting procedures
- Investigating incidents or complaints
- What co-workers can do to stop bullying and harassment
- Talking to a bully
- Additional information

What is workplace bullying and harassment?

- Behaviour that humiliates or intimidates
- Examples might include:
 - Verbal aggression or name-calling
 - Vandalizing personal belongings
 - Sabotaging work
 - Spreading malicious rumours
 - Humiliating initiation practices / hazing
 - Personal attacks
 - Aggressive / threatening gestures
 - Cyber-bullying
- Can come from co-workers, supervisors, employers, external sources

What *is not* bullying and harassment?

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another worker's conduct
- Reasonable management action, including decisions about:
 - Job duties and work to be performed
 - Workloads and deadlines
 - Layoffs, transfers, promotions, and reorganizations
 - Work instruction, supervision, or feedback
 - Work evaluation
 - Performance management
 - Discipline, suspensions, or terminations

Effects and potential indicators

- Workplace bullying and harassment might result in:
 - Health and safety issues
 - Distracting someone who is performing dangerous tasks
 - Physical and/or psychological injury
 - Lower productivity
 - Lower morale
 - Higher absenteeism
 - Staff turnover — targets of bullying and harassment and their co-workers

Employer obligations

- Draft a workplace policy statement
- Prevent or minimize bullying and harassment
- Develop reporting procedures
- Develop procedures for dealing with / investigating incidents or complaints
- Train workers and supervisors

Policy statement

Smithers Community Radio Society, in cooperation with our staff, is committed to a healthy, harassment-free and violence-free environment for all our employees/volunteers. Smithers Community Radio Society has developed a policy intended to:

- prevent and respond to workplace harassment and violence of any type, and
- effectively address any incident that might occur

Prevent or minimize

- If aware of risks, take steps to prevent or minimize bullying and harassment
 - **Recognize, Report and Refuse:**
 - **Be aware of the definition of bullying and harassment (found within CICK policy)**
 - **Report occurrences to supervisor, HSR or HVP team**
 - **Refuse to engage**
 - **When appropriate, making reasonable effort to resolve an occurrence through negotiated resolution if they were a party to an occurrence**

Reporting procedures

- **Report to Health and Safety Representative (HSR), Glen Ingram - (info@smithersradio.com - 778-210-0990)**
- **If the employer or supervisor is the alleged bully, then report to Harassment and Violence Prevention Team (HVP) (250)847-9455 or CICK-HVP@smithersradio.com**

Dealing with incidents or complaints

- All incidents or complaints must be brought forward to the Health and Safety Representative (HSR)(info@smithersradio.com), Station Manager (778-210-0990) info@smithersradio.com), or the the Harassment and Violence Prevention Team (HVP) (250)847-9455 or CICK-HVP@smithersradio.com
- An attempt to respond will be made with 3-7 days of receiving notice.
- The HVP team will request the violence-harassment-reporting-form be completed and submitted to the team. This information can be provided orally if necessary.

The HVP team will make every reasonable effort to resolve occurrences for which a notice and appropriate information is provided and if the occurrence beets the definition outlined in subsection 122(1) of the Canada Labour Code

What **must** workers do?

- Report if they observe or experience bullying and harassment
- Not engage in workplace bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment

What **must** supervisors do?

- Not engage in bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment

What can co-workers do to stop workplace bullying and harassment?

- Listen to the target
- Don't gossip
- Offer support (e.g., employee assistance program, counsellor)
- Document details of what you see to share in an investigation
 - Dates
 - Details
 - Witnesses
- Tell the bully to stop

Talking to an alleged bully

- If you are the target of, or witness to, bullying and harassment:
 - Tell the bully what behaviour was inappropriate
 - Make it clear the behaviour is unwanted and unacceptable
 - Stay calm
 - Don't retaliate
 - Report it

For more information

Smithers Community Radio policies and procedures can be found at <https://www.smithersradio.com/page/cick-policies>

- Example: For more information, contact our workplace bullying and harassment representative at 778-210-0990, or info@smithersradio.com
- For more tips, resources and information, visit WorkSafeBC.com/bullying