

SD 42 REPORTING PROCEDURE: 7210.1

REPORTING PROCEDURE - WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

WorkSafeBC, Occupational Health and Safety Policy D3-116-1: states that workers must report if bullying and harassment is observed or experienced in the workplace.

1. How to report

Employees at School District No 42 can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the school district workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to your Principal/Supervisor. The Principal/Supervisor will contact the Manager Health, Safety & Wellness for assistance and in order to initiate investigation with Human Resources involvement.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Manager-Health, Safety & Wellness.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as electronic communication, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. All reports will be forwarded to the Principal/Supervisor or alternate reporting contact outline in number 4 above.

6. Annual review

These reporting procedures will be reviewed on an annual basis and all workers will have access to an electronic copy.

RECEIVED FOR INFORMATION: January 29, 2014

**WORKPLACE BULLYING AND HARASSMENT
COMPLAINT FORM**

Name and contact information of complainant
Name of individuals you are lodging this complaint about

Personal statement

Please describe in as much detail as possible the alleged bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as electronic communication, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date