



6.3 Bullying and Harassment

POLICY:

To ensure employees and program participants experience SSICS worksites as free of harassment employees will treat others in the workplace with respect and dignity. Bullying and harassment will not be tolerated.

Harassment, as defined in the Canadian and British Columbia Human Rights Acts, by WorkSafe BC, and the collective agreement, is considered action including, but not limited to:

- Unwelcome remarks, jokes, innuendo or taunts about a person's body, attire, age, marital status, ethnic or religious origins/beliefs
- Display of offensive or derogatory pictures
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests
- Leering or other gestures
- Condescension or paternalism which undermines self-respect
- Any unwelcome physical, sexual or verbal conduct
- Verbal abuse or threats
- Unwanted touching, patting or other physical contact
- Persistent unwelcome invitations or requests, whether direct or indirect
- Conduct or comments which create an intimidating, hostile or offensive environment, whether intended to or not

This policy applies to all situations where activities are connected to work with SSICS during and outside of regular business hours at the workplace and away from the workplace. This includes:

- Activities on the premises
- Work assignments outside of the premises
- Work-related training sessions, education seminars, and conferences
- Work-related travel
- Work-related social functions that are sponsored or organized by SSICS



PROCEDURE:

1. An employee found to be harassing another while on work duty is subject to disciplinary action up to and including termination.
2. An employee who feels they or others are being harassed, should take the following steps to prevent the recurrence of such harassment:
 - Make your disapproval known to the harasser and request the offensive behaviour cease.
 - Keep a written record of the steps taken to address the problem.
 - Should the harassment continue the employee will bring the documented written complaint, detailing the incident and efforts to address the problem, to their supervisor or the Executive Director.
3. Employees will be informed that they can seek redress both through the Human Rights Commission and union.
4. An allegation of harassment will be treated with confidentiality for both the individual(s) and the subject of the complaint.
5. Investigations shall be conducted as quickly as possible.
6. An individual accused of harassment will be given the opportunity to explain and to have their view duly considered.
7. Following investigation, the complainant will be advised of the outcome. No documentation of unsubstantiated harassment will be maintained in the employee personnel file. Proven allegations of harassment, including disciplinary action taken, will be documented as part of the employee's permanent record.
8. An employee who has knowingly made a false, frivolous, or vindictive harassment allegation may be subject to disciplinary action.