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Workplace Bullying & Harassment

* OHS Policy D3-115-2 Sub section F



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Training overview

- *Workers Compensation Act*
- Recognizing workplace bullying and harassment
- Employer obligations
- Responding — worker and supervisor obligations
- What co-workers can do to stop bullying and harassment
- Talking to a bully
- Additional information



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Workers Compensation Act

- Duties of employers, workers and supervisors:
 - Ensure or protect health and safety
 - Includes workplace bullying and harassment
- Occupational Health and Safety (OHS) policies on workplace bullying and harassment, effective November 1, 2013



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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



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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



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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



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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



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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



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What **must** supervisors do?

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



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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



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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



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For more information:

- For more tips, resources and information, visit [WorkSafeBC.com/bullying](https://www.worksafebc.com/bullying)
- Connect directly with your employer, to ensure you follow site specific procedures for reporting and handling bullying & harassment in the workplace.