

School District No. 22 (Vernon) **REGULATIONS**

Please file in By-Laws, Policy & Procedure Manual

No. 4.9.0

Procedures:

In order to provide a workplace that is free of bullying and harassment, the following procedures shall be in effect regarding reporting and investigation of complaints.

1. Workplace conduct

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

2. Bullying and harassment

- Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that employee to be humiliated or intimidated, but
- Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

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 rumors.

3. Employees must

- not engage in the bullying and harassment of other employees
- report if bullying and harassment is observed or experienced
- apply and comply with the district's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all employees including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

Reporting

1. How to report

Employees can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, the

workplace bullying and harassment complaint form (appendix A) should be used. 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 direct supervisor. If the complainant's supervisor is the person engaging in bullying and harassing behavior, contact another supervisor within your facility.

4. **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 behavior and/or words led to the complaint. Attach any supporting documents such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Investigations

1. **How and when investigations will be conducted**

Most investigations will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- Be fair and impartial, providing both the complainant and the respondent equal treatment in evaluating the allegations
- Be sensitive to the interests of all parties involved, and maintain confidentiality
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. **What will be included**

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the supervisor will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence such as emails, handwritten notes,

photographs, or physical evidence such as vandalized objects.

3. **Roles and responsibilities**

The supervisor is responsible for ensuring workplace investigation procedures are followed.

Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The supervisor will conduct investigations and provide a written report with conclusions to the superintendent or designate.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the superintendent or designate.

4. **Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by the supervisor or district staff involved. Following an investigation, the superintendent or designate will review and revise workplace procedures to prevent any future bullying and harassment incidents. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.

5. **Record-keeping requirements**

The Board of Education expects that employees will keep written accounts of incidents to submit with any complaints (Appendix A). The Board of Education will keep a written record of investigations, including the findings (Appendix B).

Bullying and Harassment Appendix "A"

Reporting Form (sample)

Date, Time, Location	People involved (include witnesses)	Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)

Bullying and Harassment Appendix “B”

Investigation Form (sample)

Name of complainant		
Name of respondent/alleged bully/harasser		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Date</td> <td style="width: 50%; border: none;">Location</td> </tr> </table>	Date	Location
Date	Location	
Name of investigator		

Person interviewed	Other people involved (e.g. alleged bully, witnesses)	Description of the situation (date, words, actions, etc.) and impact (e.g. humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?
 Yes ____ No ____

Reason(s) for this conclusion