



BC Sailing

POLICY STATEMENT

Workplace bullying and harassment

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated at ViaSport. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers 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 rumours.

3. Workers must:

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

4. Application

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

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy. Next review date will be November 1, 2014

REPORTING PROCEDURES

Workplace bullying and harassment

1. How to report

Workers at BC Sailing can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form (page 2). When reporting verbally, please contact Work Safe BC at 604-276-3009 or 1-888-757-5552, 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 Tine Moberg-Parker, ED BC Sailing: tmpsailing@shaw.ca or 604-317-0009.

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 BC Sailing President, John Abel at johnabel@telus.net or 604-333-3628 for his number.

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 emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Annual review date
October 27, 2014

Date created
October 27, 2013

INVESTIGATION PROCEDURES

Workplace bullying & harassment

1. How and when investigations will be conducted

Most investigations at BC Sailing 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 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 BC Sailing 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 like vandalized objects.

3. Roles and responsibilities

Tine Moberg-Parker, ED BC Sailing, is responsible for ensuring workplace investigation procedures are followed.

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

For internal investigations, Tine Moberg-Parker or the president will conduct investigations and provide a written report to the BC Sailing executive.