



Policy

Every person has a right to an environment free from discrimination, harassment, abuse, and violence. Bullying and harassment will not be tolerated. All workers will be treated in a fair and respectful manner.

This policy statement applies to all employees: permanent, temporary, casual, contract, and practicum students. It applies to interpersonal and electronic communications.

Retaliation against an individual for having invoked this policy, or for having participated or cooperated in any investigation under this policy, or for having been associated with a person who has invoked this policy or participated in these procedures, will be treated as harassment.

Definitions

Bullying and harassment 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 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.

1) In this Policy bullying/harassment is defined to include:

- a) Sexual harassment;
- b) Any improper behaviour that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome;
- c) Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates, or humiliates another person;
- d) The exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate.
- e) Such misuses of power or authority as intimidation, threats, coercion and blackmail.

1) The definition of “sexual harassment” shall include but not be limited to the following:

- a) Any comment, look, suggestion, physical contact, or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behaviour is unwelcome;

- b) Any circulation or display of visual material of a sexual nature that has the effect of creating an uncomfortable working environment;
- c) An implied promise of reward for complying with a request of a sexual nature;
- d) A sexual advance made by a person in authority over the recipient that includes or implies a threat or an expressed or implied denial of an opportunity which would otherwise be granted or available and may include a reprisal or a threat of reprisal made after a sexual advance is rejected.

The above conduct in (a) and (b) can be verbal, physical, or written including electronic media.

- 1) Allegation – a statement or accusation of misconduct that is yet to be proven.
- 1) Professional Relationship – Is a relationship, the purpose of which is to meet the student's or staff member's needs for professional assistance or service.
- 1) Bullying, Harassment and Sexual Harassment are outside of Policy—#315 Major Complaints

Procedure at the Local Level

If the Principal is involved either as the complainant or alleged harasser, it will be referred to the Superintendent.

If the Superintendent is involved either as the complainant or alleged harasser, the complaint shall refer the complaint to the President of CISPG Board of Directors.

All parties involved in a complaint agree to deal with the complaint expeditiously and to respect confidentiality.

At their choice, the complainant and the alleged offender may be accompanied by an advisor at all meetings in this procedure.

These resolution procedures do not negate the complainant's(s) right to legal recourse including assistance from the BC Human Rights Commission.

- 1. The complainant may speak or correspond directly with the alleged harasser to express his/her feelings about the situation and resolve the issue.
- 2. When the issue cannot be resolved between the parties, the CISPG Workplace Bullying and Harassment Complaint Form is submitted to the principal.
- 3. The employer shall notify in writing the alleged harasser of the complaint and provide notice of investigation.
- 4. The employer shall investigate the complaint. The investigation shall be conducted by a person who shall have training and/or experience in investigating complaints of harassment. The complainant may request that the investigator shall be of the same sex as the complainant and where practicable the request will not be denied.

5. The investigation shall be conducted as soon as reasonably possible and a written report of findings shall be completed by the principal in consultation with the Superintendent within ten working days unless otherwise agreed to by the parties, such agreement not to be unreasonably withheld.

Resolution

1. Where the investigation determines harassment has taken place, the complainant shall, when appropriate, be entitled to but not limited to:
 - a. Reinstatement of sick leave used as a result of the harassment;
 - b. Any necessary counselling services to deal with the negative effects of the harassment;
 - c. Redress of any career advancement or success denied due to the negative effects of the harassment;
 - d. Recovery of other losses and/or remedies which are directly related to the harassment.
2. Where the investigator has concluded that bullying, harassment or sexual harassment has occurred, the harasser shall be subject to discipline and/or corrective actions, including counselling, courses that develop an awareness of harassment, verbal warning, written warning, suspension, or dismissal.
 - a. The complainant shall be informed in writing that the investigation was concluded and if necessary action was taken.
3. Where the investigator has concluded that bullying, harassment or sexual harassment has not been substantiated the complainant will be informed in writing.

Appeal to the Board

If the complainant is not satisfied with the resolution at the school level, the complainant may initiate an appeal to the CISPG Board of Directors by completing the CISPG **Bullying and Harassment Complaint Form**.

Training

- 1) The employer shall be responsible for developing and implementing an ongoing bullying and harassment awareness program for all employees.

Where a program currently exists and meets the criteria listed in b, such a program shall be deemed to satisfy the provisions of this article. This awareness program shall initially be for all employees and shall be scheduled at least once annually for all new employees to attend. The training program shall include but not be limited to:

- 2) The definitions of bullying and harassment as outlined in this Policy
 - a. Understanding situations that are not bullying or harassment including the exercise of an employer's managerial and/or supervisory rights and responsibilities:

- b. Developing an awareness of behaviour that is illegal and/or inappropriate.
- c. Outlining strategies to prevent bullying, harassment and sexual harassment.
- d. A review of the resolution of bullying and harassment as outlined in this Policy.
- e. Understanding malicious complaints and the consequences of such.
- f. Outlining any Board Policy for dealing with bullying and harassment.
- g. Outlining laws dealing with bullying and harassment which apply to employees within CISPG.

Annual Review

This policy will be reviewed by the CISPG Board of Directors annually and updated on the CISPG website.

References: <ul style="list-style-type: none"> • Form Bullying and Harassment Prevention • CISPG workplace Bullying and Harassment PPT 	Date: August 2023
	Revisions: