

## POLICY AND PROCEDURES

POLICY NAME: Workplace Bullying and Harassment Prevention for Employees	POLICY NUMBER: 1.4.0	CATEGORY: Administration
RESPONSIBLE EXECUTIVE: Chief Financial Officer	APPROVAL AUTHORITY: Board of Governors	EFFECTIVE DATE: October 22, 2021
NEXT FULL REVIEW DATE: October 23, 2026	REVISED:	REPLACES:

### Purpose

This policy is to establish standards for fair and respectful treatment of all employees of Coquitlam College (the College)

### Scope

This policy statement applies to all employees of the College, including permanent, temporary, casual, contract and student workers. It applies to interpersonal and electronic communications.

### Policy Statements

1. Bullying and harassment is not acceptable or tolerated in this workplace. All employees will be treated in a fair and respectful manner.
2. Bullying and harassment:
  - a.) includes any inappropriate conduct 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.
3. Examples of conduct 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.

### Procedures

4. Workers must:
  - a.) Not engage in the bullying and harassment of other workers
  - b.) Report if bullying and harassment is observed or experienced
  - c.) Apply and comply with the College's policies and procedures on bullying and harassment

### Definitions

Bullying: to seek harm, intimidate, or coerce another individual

Harassment: aggressive pressure or intimidation

### Related Documents

WorkSafe BC

1.3.9 Workplace Bullying and Harassment Policy Statement