

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: April 19, 2023
NEXT FULL REVIEW DATE: April 18, 2024	REVISED: April 28, 2023	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.

Procedures

2. 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
3. The policy will be reviewed every year. All workers will be provided with a copy.

Definitions

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.

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.

Related Documents

[WorkSafe BC: A Handbook on Preventing and Addressing Workplace Bullying and Harassment](#)

Appendix 1: Workplace Bullying and Harassment Investigation Procedures

Appendix 2: Workplace Bullying and Harassment Reporting Procedures

1.4.0 Workplace Bullying and Harassment Policy Statement