

SCOPE

All employees and students.

RATIONALE

To ensure that all Community Care Peterborough employees, volunteers, and students have the right to work free from harm and bullying any form.

POLICY

Community Care Peterborough will not tolerate harassment or bullying in the workplace. Any employee or student that experiences harassment or bullying must report to their supervisor. All complaints shall be taken seriously, and investigated appropriately. An employee or student that submits a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.

Community Care Peterborough shall apply appropriate disciplinary actions for any and all incidents of harassment or bullying. Every employee and student has a shared duty to ensure a workplace free from harassment and bullying.

DEFINITIONS

Workplace harassment: Any form of offensive/abusive treatment or behaviour that creates an intimidating, hostile, or abusive work environment, as described in HS-1-60: Workplace Anti-Violence, Harassment, and Sexual Harassment.

Bullying: An act of repeated, health-harming mistreatment, verbal abuse, or conduct which is threatening, humiliating, intimidating, or sabotage that interferes with work or some combination of the three in order to intentionally hurt another person, physically or mentally (Besag, 1989).

PROCEDURE**Roles and Responsibilities**

1. Management will:
 - a) Promote a respectful and safe working environment;
 - b) ensure employee adherence to the Anti-Bullying policy;
 - c) Investigate complaints of bullying and/or harassment promptly;
 - d) maintain a confidential file for complaints of harassment or bullying, investigations completed and actions taken;

- e) report the incident to police where appropriate; and
 - f) apply appropriate disciplinary action where appropriate.
2. Employees will:
- a) Treat others with respect, and contribute to a respectful and safe work environment;
 - b) report all acts of bullying to management.

Reporting

3. Using the *Worker Harassment/Discrimination/Bullying Complaint Form*, the person reporting the incident(s) will complete this form.
4. The person filing the report will request a private meeting with a manager/supervisor to review the completed form.
5. The manager/supervisor will follow up as appropriate including conducting an investigation.

Investigation

6. The manager/ supervisor will:
- a) Investigate all reported acts of bullying, and consult with other parties (e.g., legal counsel, employee assistance provider, human rights office, local police services);
 - b) take all reasonable measures to eliminate or mitigate risks identified by the incident; and
 - c) document the incident, its investigation, and corrective action taken.

Disciplinary Actions

7. If the findings of the investigation indicate that a violation of the anti-bullying has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered as outlined in HR-10-10 Progressive Discipline.
8. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense.

Appeal Process

9. If the aggrieved or respondent have worked with the process and feel that it has

COMMUNITY CARE PETERBOROUGH**Standards, Policies, and Procedures**

Policy Name: Anti-Bullying

Policy Number: HR-10-20

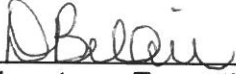
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Date Approved: June 19, 2018

Date Reviewed:

failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place.

10. The appeal must be submitted in writing to the Executive Director who will ensure that the appeal is processed.

Approved:  Date: 19 June, 2018
(Signature, Executive Director)

Reference

HS-1-60: Workplace Anti-Violence, Harassment and Sexual Harassment
HR-2-15 Diversity in the Workplace
HR-10-10 Progressive Discipline
HR-10-35 Whistleblower
Occupational Health and Safety Act
Appendix A - Worker Harassment/Discrimination/Bullying Complaint Form

