	Anti-Bullying
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Effective Date: Oct 14, 2021

Revision #: 1

SCOPE

All Employees

RATIONALE

To ensure employees have the right to work free from harm and bullying of any form.

POLICY


Community Care Peterborough (CCP) will not tolerate harassment or bullying in the workplace. Any employee that experiences harassment or bullying must report to their supervisor. All complaints shall be taken seriously, and investigated appropriately. An employee 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.

CCP shall apply appropriate disciplinary actions for any and all incidents of harassment or bullying. Every employee 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 Violence and Harassment.

Bullying: An act of repeated 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.

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PROCEDURES

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 disciplinary action where appropriate.
2. Employees will:
 - a) Treat others with respect;
 - b) contribute to a respectful and safe work environment; and
 - c) report all acts of bullying to management.

Reporting


3. The employee reporting the incident(s) will:
 - a) Complete the *Worker Harassment/Discrimination/Bullying Complaint Form*; and
 - b) request a private meeting with a supervisor to review the completed form.
4. The supervisor will follow up as appropriate including conducting an investigation.

Investigation

5. The supervisor will:
 - a) Investigate all reported acts of bullying, and may consult with other parties (e.g. legal counsel, employee assistance provider, 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

6. If the findings of the investigation indicate that a violation of the anti-bullying policy

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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.

7. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense.

Appeal Process

8. If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incidents(s) that led to the original complaint, an appeal process is in place.
9. The appeal must be submitted in writing to the Executive Director who will ensure that the appeal is processed.

RELATED POLICIES

- HS-1-60 Workplace Violence and Harassment
- HR-2-15 Diversity in the Workplace
- HR-10-10 Progressive Discipline
- HR-10-35 Whistleblower
- Occupational Health and Safety Act

RELATED FORMS

Worker Harassment/Discrimination/Bullying Complaint Form

REVIEWS AND REVISIONS

Date Approved (mm dd yyyy)	Comments
Jun 19 2018	Approved by Executive Director
Oct 14 2021	Reviewed and revised by HR Committee

Next Review Date: October 2024