

PINK SHIRT DAY • FEB 22, 2023 2:00PM-3:00PM

Harassment & Bullying in the Workplace

Respectful Behaviour

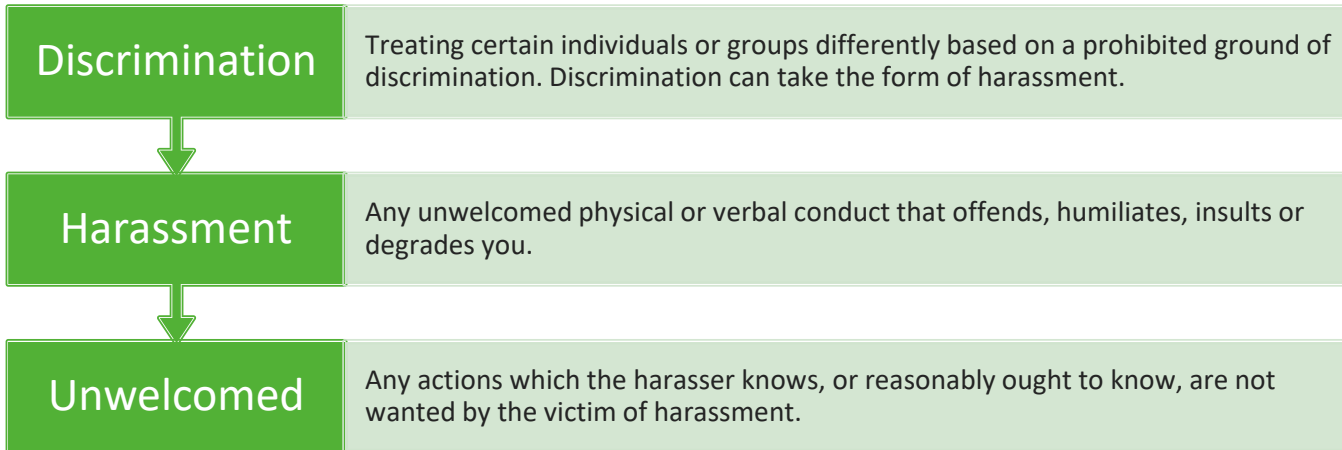
- The absence of malicious intent does not justify inappropriate behaviour
- The perception of the “receiver” is the gauge; we must value their perception

Protection for Employees

- Human Rights Legislation prohibits discrimination (including harassment)
- Occupational Health and Safety Legislation that prohibits harassment of employees
- Company policy that prohibits discrimination and harassment

Canadian Human Rights

Legislation Definitions



What is Workplace Bullying & Harassment?

Some examples include...

- Any behaviour that **humiliates** or **intimidates**, including those of a sexual nature
- Personal attacks, such as verbal aggression or **name-calling**, belittling opinions, **offensive jokes**
- Spreading **malicious rumours**, **isolating** someone socially
- **Vandalizing** personal belongings
- Aggressive / **threatening** gestures, **unwanted touching**, including patting, pinching or punching
- Displaying sexist, racist or other offensive **pictures or posters**
- **Cyber-bullying**, playing **music** with offensive or vulgar language
- **Sabotaging** work, **overloading** work, **unrealistic deadlines**

Bullying and Harassment is Not....

- Expressing **differences of opinion** or offering **constructive feedback**
- Making a **legitimate complaint** about another worker's conduct
- **Reasonable management actions**, including decisions about:

Job duties and work to be performed

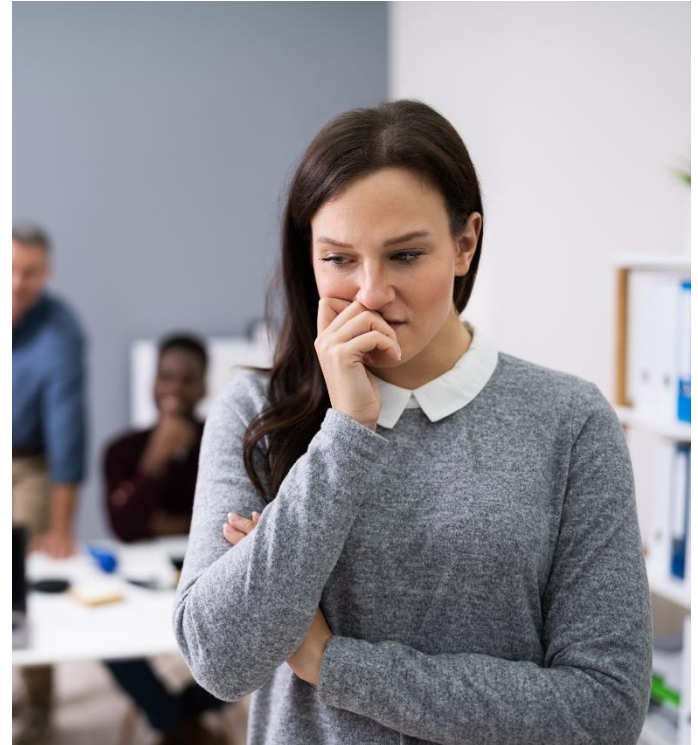
Workloads and deadlines

Layoffs, transfers, promotions, and reorganizations

Work instruction, supervision, or feedback

Work evaluation or performance management

Discipline, suspensions, or terminations



Why Is It Important?

Impacts of Bullying and Harassment

- Disrespectful workplaces produce acute (if prolonged, chronic) stress
- Health and safety issues
- Distracting someone who is performing dangerous tasks
- Physical and/or psychological injury
- Lower productivity and profitability
- Lower morale and engagement
- Higher absenteeism
- Retention and recruitment challenges
- Negative brand recognition
- Legal issues

Everyone Plays a Part

Everyone in the workplace—employers, managers and employees—must play a role, modeling and ensuring civil and respectful behavior.



What do you mean everyone plays a part?

Employer Obligations

01

Draft a workplace
policy statement

02

Prevent or minimize
bullying and
harassment

03

Develop reporting
procedures

04

Develop procedures
for dealing with /
investigating
incidents or
complaints

05

Train workers and
supervisors

Develop a Policy Statement



Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in fairly and with respect.



As a workplace, create a policy statement that workplace bullying is unacceptable and not tolerated.



The policy statement should be reviewed annually, and all employees made aware of it.

Dealing With Incidents or Complaints



Investigations will be conducted internally



Will be undertaken promptly and diligently



Will be sensitive to the interests of all parties involved, and maintain confidentiality



The alleged bully and alleged target will be advised of the investigation findings



Appropriate corrective actions will be taken within a reasonable time frame

Manager Responsibilities

- Know and comply with **company policy**
- **Communicate** and **enforce** policy with employees, visitors, customers, contractors
- **Intervene** to prevent harassment if you witness inappropriate behaviour
- Challenge harassment when it occurs
- **Inform** HR of any complaints received
- **Refuse to participate** in harassment
- Ensure employees who complain or participate in investigations are **protected**
- Ensure all harassment complaints are **investigated** promptly and confidentially
- Understand how others **perceive** your actions
- Offer **support** to harassed staff
- **Notify** appropriate people if you are harassed yourself

Employee Responsibilities



Talking to an Alleged Bully

If you are the target of, or witness to, bullying and harassment:

01

Tell the bully what behaviour was inappropriate

02

Make it clear the behaviour is unwanted and unacceptable

03

Stay calm

04

Don't retaliate

05

Report it

If You Have Caused Offence

Sometimes we unintentionally say or do something that offends another.

- Stop the problematic behavior right away
- Attempt to understand the other person's point of view
- Pay attention to other's reactions to you, including verbal and non-verbal behavior.
- Listen to understand and don't become defensive
- Consider an authentic apology
- Seek assistance from supervisor to resolve the issue

SPEAKER

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Q&A