

# BC Baptist Conference Policy

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**Title: Employer Duties - Workplace Bullying and Harassment Policy**

**Policy Number: 7.0**

**Approval Date: August 9, 2014**

**Approved by: Board of Directors**

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## **Purpose:**

This policy outlines unacceptable behavior in the workplace, specifically bullying and harassment. It is the policy of the British Columbia Baptist Conference (BCBC) that its employees and board members take reasonable steps to prevent, where possible, bullying and harassment. Workplace bullying and harassment is not acceptable or tolerated. To that end, employees, volunteers and board members shall treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.

## **Scope:**

Workplace bullying and harassment.

## **Policy:**

1. Workplace Conduct
  - a. Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.
  
2. Bullying and harassment
  - a. Includes any inappropriate conduct or comment by a person towards another person that the person knew or reasonably

ought to have known would cause that person to be humiliated or intimidated.

- b. Any reasonable action taken by an employer or supervisor relating to the management or discipline of workers is not considered bullying or harassment.

3. The Employer must:

- a. Take steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.
- b. Develop and implement procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser.
- c. Develop and implement procedures for how the employer will deal with incidents or complaints or workplace bullying and harassment including:
  - (a) how and when investigations will be conducted;
  - (b) what will be included in the investigation;
  - (c) roles and responsibilities of employers, supervisors, workers and others;
  - (d) follow-up to the investigation (description of corrective actions, timeframe, and outcomes) record keeping requirements.
- d. Inform workers of the policy
- e. Train supervisors and workers on:
  - (a) recognizing the potential for bullying and harassment;
  - (b) responding to bullying and harassment; and
  - (c) procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment.
- f. Not engage in bullying and harassment of workers and supervisors.
- g. Apply and comply with the employer's policies and procedures on bullying and harassment.

4. Every supervisor must:

- a. Not engage in the bullying and harassment of workers, other supervisors, the employer or persons acting on behalf of the employer
- b. Apply and comply with the employer's policies and procedures on bullying and harassment
- c. Comply with this Policy regarding interpersonal and electronic communications, such as email.

5. Workers must:

- a. Not engage in the bullying and harassment of other workers, supervisors, the employer, or persons acting on the behalf of the employer.
- b. Report if bullying and harassment is observed or experienced in the workplace
- c. Apply and comply with the employer's policies and procedures on bullying and harassment.

6. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract and student workers. It applies to interpersonal and electronic communications, such as email.

7. Annual Review

This policy statement will be reviewed every year. All workers will be provided with a copy.