

# BC Baptist Conference Procedure

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**Title: Workplace Bullying and Harassment Procedure**

**Procedure Number: 7.0p**

**Approval Date: August 9, 2014**

**Approved by: Board of Directors**

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## **Purpose:**

This procedure outlines the steps to be followed when incidents or complaints of bullying and harassment in the workplace arise.

## **Scope:**

This procedure applies to the employer, supervisors and employees of the British Columbia Baptist Conference (BCBC).

## **Procedure:**

1. In the event of an incident or complaint of workplace bullying and harassment, the following steps will be followed to ensure a timely resolution and wherever possible, reconciliation of the individuals involved.
2. BCBC will operate with an “open door” policy, meaning that employees and others will be able to meet with senior staff within a reasonable time period. Employees and others may share their questions, concerns suggestions or complaints with someone who can address them properly. Ordinarily that would be employee’s supervisor. If the employee is not comfortable meeting with the supervisor, another person may be approached.

3. It is the responsibility of all directors, officers, volunteers and employees to comply with the Workplace Bullying and Harassment Policy and to report violations or suspected violations in accordance with this Procedure.
4. No director, officer or employee who in good faith reports a violation of the Policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Workplace Bullying and Harassment Policy and Procedure are intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.
5. We believe the reporting process should follow the Biblical model of Matthew 18<sup>a</sup>. Employees who believe they are either experiencing or witnessing bullying and harassment should tell the other person directly their behavior or comments are inappropriate, constitute bullying and harassment and direct them to stop. If there is no change in behavior, or if the employee is not comfortable speaking directly to the person, the procedure addresses the “open door” policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address and area of concern. However, if you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor’s response, you are encouraged to speak with anyone on the Board of Directors whom you are comfortable in approaching.
6. The Board will investigate all allegations of Workplace Bullying and harassment.
  - a. A committee to investigate such complaints will be created as soon as practicable, preferably within one week
  - b. Investigations will be:

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<sup>a</sup> Matthew 18:15 *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."* (NIV)

- i. undertaken promptly and diligently and be as thorough as necessary, given the circumstances
    - ii. fair and impartial, providing equal treatment for both the complainant and respondent in evaluating the allegations
    - iii. sensitive to the interests of all parties and maintain strict confidentiality
    - iv. focused on finding facts and evidence, which should include interviews with the complainant, respondent and any witnesses
    - v. a safe environment and inclusive, where appropriate, any need or request from the complainant or respondent, for assistance during the investigation process
  - c. Investigations will include interviews with the complainant, respondent and any witnesses. If the alleged target and alleged bully agree on what happened then BCBC will not investigate any further, and will determine what corrective action to take, if necessary. The investigators will also review any evidence, such as emails, handwritten notes, photographs or any physical evidence like vandalized objects.
  - d. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
7. At the completion of the investigation, the committee will provide a written report with conclusions to the Board Chair.
  - a. Both the respondent and complainant will be advised of the investigation findings by the Board Chair.
  - b. Following an investigation, the investigation committee will review and revise the workplace procedures and any recommendations to prevent any future bullying and harassment incidents in the workplace will be forwarded to the Board.
  - c. Appropriate corrective actions will be taken within a reasonable time frame. Corrective actions will follow BCBC Discipline Procedure.
  - d. In the case of a malevolent claim<sup>b</sup>, corrective actions will follow BCBC Discipline Procedure.

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<sup>b</sup> Malevolent claim - is when a person fabricates a situation with the cruel intention of damaging another person's reputation.

- e. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.
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- 8. BCBC expects that workers will keep written accounts of incidents to submit with any complaints. BCBC will keep a written record of investigations, including the findings.
  - 9. Annual Review  
This procedure will be reviewed every year. All workers will be provided with a copy.