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# **POLICY 4304**

## **BULLYING & HARASSMENT**

Drafted:

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Frequency

of Review:

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### **1.0 RATIONALE**

- 1.1 The Greater Victoria School district is dedicated to ensuring that employees are able to work in a safe environment, without fear of bullying or harassment.

### **2.0 DEFINITION**

- 2.1 The definition of bullying and harassment according to WorkSafeBC's policies is as follows:
  - 2.1.1 *"Bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated but, excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment."*
  - 2.1.2 *The assertion of power through aggression and targets the competence level of the person being bullied or harassed*
- 2.2 Good Faith
  - 2.2.1 a sincere intention to be fair, open, and honest, regardless of the outcome of the interaction; an obligation not to act dishonestly and not to act to undermine.
  - 2.2.2 honest belief that misconduct may have occurred. An allegation is not in good faith if it is made with knowing or reckless disregard for information that would negate the allegation.
- 2.3 Complaint
  - 2.3.1 statement that a situation is unsatisfactory or unacceptable
  - 2.3.2 a formal allegation against a party
  - 2.3.3 any issue raised regarding the conduct of an employee or trustee

### **3.0 POLICY**

- 3.1 The District will not tolerate and is committed to preventing any instance of bullying and harassment in the workplace.
- 3.2 All employees and Trustees share in the responsibility to ensure that the work environment is safe and welcoming. Employees are responsible for reporting any instances of bullying or harassment, whether they were the target, or they were witness to the bullying or harassment. All employees making a complaint of bullying or harassment in good faith can do so without fear of retaliation or reprisal.
- 3.3 Individuals are responsible for the content of their comments, posts and "likes" on social media and must ensure that their use of social media is consistent with Policy xxxx – Social Media Use by Board, District Staff, School Faculty and Staff and Students.

#### **4.0 RESPONSIBILITIES**

- 4.1 The Board of Education is responsible to ensure compliance with the School Act and, WorkSafe legislation through the Superintendent.
- 4.2 Students are responsible to ensure compliance with the School Code of Conduct.
- 4.3 Employees are obliged to ensure compliance with Workers Compensation Act.
- 4.4 Trustees are responsible to ensure compliance with Policy 8251 – *Trustees' Code of Conduct*.

#### **5.0 REFERENCES**

- 5.1 Regulation 4304 *Bullying & Harassment*
- 5.2 Policy 8251 *Trustees' Code of Conduct*
- 5.3 Human Rights Code, R.S.B.C, 1996, c. 210
- 5.4 Worker's Compensation Act
- 5.5 *School Act*