



HUMAN RESOURCES

HARASSMENT/BULLYING PREVENTION POLICY 321

Rationale

The CISVA Board recognizes that every person has a right to be in a school environment free from discrimination, harassment, abuse and violence; one in which the dignity of every individual is upheld.

Policy Statement

The CISVA Board prohibits and will not condone any form of violence, abuse, bullying or harassment towards any employee of the CISVA.

Bullying and harassment, as defined in this Policy, is not acceptable or tolerated in the workplace. All employees must be treated in a fair and respectful manner.

The Board is committed to providing an environment that is supportive of the dignity and respect of every person. Each individual in his or her role within the school community is responsible for conducting herself or himself within the spirit and intent of this policy and for contributing towards an environment free from bullying and harassment.

Each person employed by the CISVA must:

- a) not engage in the bullying or harassment of other workers;
- b) comply with the CISVA's policies and procedures on bullying and harassment

This Policy applies to all employees and volunteers of the CISVA, including permanent, temporary, casual and contract. It applies to interpersonal and electronic communications.

Each school will immediately deal with harassment and bullying following the procedures as outlined below.

Procedure

The Board expects that:

1. Each school administration shall ensure annually (in the beginning of the school year) that all employees are made aware of policies, procedures, and work practices which have been established by the CISVA to ensure safety in the workplace and for arranging appropriate training for employees when necessary.
2. Each school must have in place policies, guidelines and/or protocols for the



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conduct of all individuals in the school.

3. All employees have a responsibility to promote, provide, and maintain a working environment that is free from bullying, or personal or sexual harassment and a responsibility to take seriously any incident or allegation of harassment.
4. All individual complaints of bullying or harassment will be taken seriously and will be investigated in a discreet, confidential, impartial, and timely manner.
5. All individuals should be encouraged to report incidents of bullying or harassment without fear of reprisal or retaliation.
6. Every effort should be made to informally resolve incidents involving bullying or harassment between the parties concerned.
7. Depending on the severity of the complaint of harassment/bullying, the first step that may be encouraged is for the target of the bullying/harassment (complainant) to speak to and address the complaint with the alleged bully or harasser (respondent). At this stage, another colleague, staff member or trusted person may help facilitate a resolution.
8. If the complainant is not comfortable with a face to face meeting with the respondent but still desires an informal resolution of the complaint, the complainant may simply request the assistance of another colleague, staff member or trusted person to help facilitate a resolution.
9. Failing an informal resolution, or where the complainant is not comfortable approaching the respondent directly and/or wishes to file a formal complaint, a formal investigation process is to be initiated beginning with the complainant filling out the *CISVA 'Complaint Form- Employee Report'*.
10. The following procedures will be followed with respect to complaints:
 - A. When the complaint is between employees, refer to Section A of this policy.
 - B. If the complaint is against the Principal or Vice-Principal, refer to Section B of this policy.
 - C. If the complaint is against a parent or individual outside the school, refer to Section C of this policy.
 - D. If the complaint is against an Education Committee member, refer to Section D of this policy.
 - E. If the complaint is against a Pastor or Archbishop Representative, refer to Section E of this policy.



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- F. If the bullying or harassing behaviour has become violent or involves threats of violence, refer to Section E of this Policy.
11. Any employee involved in the investigation of a complaint into sexual or personal harassment or bullying shall hold in the strictest confidence all information of which he or she becomes aware.
 12. Where an investigation reveals that an act of bullying/harassment has taken place, the Associate Superintendent of Human Resources or designate must ensure that appropriate preventative, corrective or disciplinary action is implemented to prevent further acts of bullying/harassment and that support is available for the victim of the acts.
 13. Forms of preventative, corrective or disciplinary action may include providing direction and supervision to affected employees, offering training on managing difficult situations, or imposing workplace arrangements to minimize the risks of bullying and harassment.
 14. Where an investigation reveals that an accusation was false *and* malicious in intent, the Associate Superintendent of Human Resources or designate must ensure that appropriate corrective or disciplinary action is implemented to address the false and malicious allegation and that support is available for the person accused of the acts.
 15. The Office of the Superintendent shall keep a written record of any investigations, determinations and/or corrective/disciplinary action taken with respect to complaints of bullying/harassment.
 16. A copy of the written record may, if warranted, be placed in an employee's file.
 17. The written record of the complaint shall be retained and stored in accordance with PIPA, respecting the maintenance and protection of employee files generally.
 18. The foregoing procedures do not preclude the rights of any persons involved to submit a complaint with the BC Human Rights Commission or with the police, to retain legal advice and/or to commence a civil proceeding with respect to a claim for harassment.
 19. Once informed of legal intervention, the process will be referred to the Superintendent and CISVA legal advisors.
 20. Requests for extensions of the timelines mentioned in the policy, will, for valid



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reasons ordinarily be approved. All parties involved shall be informed in writing.

21. The CISVA shall review its investigative procedures on an annual basis.

Appeals

1. Within 5 working days of receiving a determination with respect to a complaint of bullying/harassment, either the complainant or respondent may request an appeal to a sub-committee of the Education Committee or sub-committee of the Board of Directors (as appropriate and directed).
2. Once the appeal is heard the Education sub-committee will promptly submit its findings to the Education Committee, Board of Directors, Associate Superintendent of Human Resources and the Superintendent.
3. The Education sub-committee will promptly notify the complainant and respondent of its findings both in person and in writing.
4. If the complaint or respondent is dissatisfied with the decision of the Education Committee sub-committee, either person may request a further appeal to the Board of Directors.
5. Once the appeal is heard the Board of Directors sub-committee will promptly notify the complainant and respondent of its findings with respect to its review of the Education Committees sub-committee's decision, both in person and in writing.

SECTION A – Complaints against another employee

The following are the procedures when a complaint of harassment/bullying is alleged to have been committed by one employee to another employee. The following steps are to be taken:

1. If appropriate, the complainant is first encouraged to speak directly to the respondent. If a satisfactory resolution is reached the matter may be deemed to be resolved. (See Procedures).
2. If a meeting between the complainant and the respondent is not practicable, or if the complainant is not comfortable approaching the respondent directly, the complainant may report the complaint to the Principal, either orally and in writing.



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3. The complainant should follow the “reporting guidelines” set out in Section G.
4. The ‘Complaint Form – Employee’s Report’ should be filled out and returned to the Principal.
5. The Principal will send a copy of the completed Complaint Form to the Associate Superintendent of Human Resources.
6. The Principal will inform the respondent that a complaint has been filed against them as well as inform them of the process that will be used to investigate the complaint.
7. The Associate Superintendent of Human Resources or designate will inform the Chair of the Education Committee and the Pastor/Archbishop’s Representative of the Education Committee of the fact that a complaint has been made, and may, if necessary, inform them as to the details of the Complaint and/or provide a copy of the Complaint Form.
8. At any time following the filing of a complaint, the complainant and respondent shall have the right to a support person at any meeting related to the complaint.
9. The Principal shall be primarily responsible for the investigation into the complaint, and may collaborate with the Associate Superintendent of Human Resources or designate, Pastor/Archbishop’s Representative or the Education Committee Chair with respect to the investigation.
10. If appropriate, the Principal may bring in a designate with expertise to assist with the investigation (see Appendix for further information and definition of designate).
11. The investigation is ordinarily to begin within 5 working days, and in any event, promptly from the date of receipt of the filed complaint. The Principal’s task will be to determine whether a workplace bullying or harassment has occurred (see Appendix for investigation information).
12. Up to the point the investigation begins, the complainant may stop the proceedings and request a facilitated meeting with the respondent – no investigation will follow or will be resumed.
13. The investigations must:
 - a) Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;



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- b) Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
 - c) Be sensitive to the interests of all parties involved, and maintain confidentiality;
14. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
 15. If the complainant and respondent agree on what happened, then the Principal will not investigate any further, and will determine what preventative, corrective or disciplinary action to take in the circumstances.
 16. The Principal shall aim to make a determination within 10 working days from the time the complaint was filed.
 17. The Principal shall promptly notify both parties of the Principal's determination in person and writing.
 18. The written determination will then be filed with the Associate Superintendent of Human resources.
 19. The Pastor/Archbishop's Representative and Chair of the Education Committee are also to be informed of the determination.
 20. In the event that the Principal determines that an incident of bullying/harassment has occurred, the Principal, in consultation with the Associate Superintendent of Human Resources will formalize potential preventative, corrective or disciplinary measures to be taken with the respondent such as, but not limited to, restorative processes, counseling, a letter of expectation, letter of reprimand, suspension, termination, or a TRB report.
 21. Appropriate preventative, corrective or disciplinary actions must be taken promptly.
 22. The Principal, in collaboration with the Superintendent's Office, will review and/or revise workplace procedures, as may be appropriate, to prevent any future bullying and harassment incidents in the school.
 23. The Education Committee is to be informed of any preventative, corrective or disciplinary measures. (see Independent Schools Act section 7(6))
 24. Support is to be offered to the complainant if found to be victim of bullying and/or harassment (see Appendix).



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25. In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.
26. If dissatisfied with the determination of the Principal, the complainant or respondent may appeal the decision (see appeal section of this policy).
27. The appeal is to be made in writing with the evidence within 5 working days of receipt of the determination.

SECTION B - Complaints against a Principal or Vice-Principal

The following are the procedures when a complaint of harassment/bullying is alleged to have been committed by a Principal or Vice-Principal (the “respondent”) towards an employee. The following steps are to be taken:

1. If appropriate, the complainant is first encouraged to speak directly to the respondent. If a satisfactory resolution is reached the matter may be deemed to be resolved. (see Procedures)
2. If a meeting between the complainant and the respondent is not practicable, or the complainant is not comfortable approaching the respondent directly, the complainant may report the complaint to the Associate Superintendent of HR, either orally and in writing.
3. The complainant should follow the “reporting guidelines” set out in Section G.
4. The ‘Complaint Form – Employee’s Report’ should be filled out and returned to the Associate Superintendent of Human Resources.
5. The Associate Superintendent of Human Resources or designate will inform the Pastor/Archbishop Representative and the Chair of the Education Committee of the fact that a complaint has been made, will inform them as to the details of the Complaint and will provide a copy of the Complaint Form.
6. The Associate Superintendent of Human Resources or designate will inform the respondent that a complaint has been filed against them as well as inform them of the process that will be used to investigate the complaint.
7. The Associate Superintendent of Human Resources or designate will then assist in forming a sub-committee from the Education Committee made up of the Pastor/Archbishop Representative and two other members in order to investigate the complaint. The Associate Superintendent of Human Resources or designate



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- will be a member of this sub-committee and will assist in facilitating the investigative process, including attending all meetings and interviews through the investigative process.
8. At any time following the filing of a complaint, the complainant and respondent shall have the right to a support person at any meeting related to the complaint.
 9. If appropriate, the Associate Superintendent may bring in a designate with expertise to assist with the investigation (see Appendix for further information and definition of designate).
 10. The investigation is ordinarily to begin within 5 working days, and in any event, promptly from the date of receipt of the filed complaint. The investigation committee's task will be to determine whether a workplace bullying or harassment has occurred (see Appendix for information on investigation).
 11. Up to the point the investigation begins, the complainant may stop the proceedings and request a facilitated meeting with the respondent – no investigation will follow or will be resumed.
 12. The investigations must:
 - a) Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
 - b) Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
 - c) Be sensitive to the interests of all parties involved, and maintain confidentiality;
 13. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
 14. If the complainant and respondent agree on what happened, then the investigating sub-committee will not investigate any further, and will determine what corrective action to take, if necessary.
 15. The investigating sub-committee or its designate shall aim to make a determination within 10 working days of the start of the investigation and will promptly inform the parties in person and in writing of the determination.
 16. The written determination of the investigating sub-committee will then be filed with the Office of the Associate Superintendent of Human Resources.
 17. In the event that the investigating sub-committee determines that an incident of



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- bullying/harassment has occurred, the Superintendent's Office will formalize any preventative, corrective or disciplinary measures with the respondent, such as, but not limited to, restorative processes, counseling, a letter of expectation, letter of reprimand, suspension, termination, or a TRB report.
18. Appropriate preventative, corrective or disciplinary actions must be taken promptly.
 19. The Superintendent's office will also review and/or revise workplace procedures, as may be appropriate, to prevent any future bullying and harassment incidents in the school.
 20. The Education Committee is to be informed of any preventative, corrective or disciplinary measures. (see Independent Schools Act section 7(6))
 21. Support is to be offered to the complainant if found to be victim of bullying and/or harassment (see Appendix).
 22. In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.
 23. If dissatisfied with the determination of the investigating sub-committee, the complainant or respondent may appeal the decision (see appeal section of this policy).
 24. The appeal is to be made in writing with the evidence within 5 working days of receipt of the determination.

SECTION C – Complaints against a non-employee (e.g. parent, guardian, volunteer)

The following are procedures when a complaint of harassment/bullying is alleged to have been committed by a non-employee, such as a parent, guardian or volunteer. The following steps are to be taken:

1. If appropriate, the complainant is first encouraged to speak directly to the respondent. If a satisfactory resolution is reached the matter may be deemed to be resolved. (See Procedures).
2. If a meeting between the complainant and the respondent is not practicable, or the complainant is not comfortable proceeding in that matter, the complainant should



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- report the complaint to the Principal, either orally and in writing.
3. The complainant should follow the “reporting guidelines” set out in Section G.
 4. The ‘Complaint Form – Employee’s Report’ should be filled out and returned to the Principal.
 5. The Principal will send a copy of the ‘Complaint Form – Employee’s Report’ to the Associate Superintendent of Human Resources.
 6. The Principal will inform the respondent that a complaint has been filed against them as well as inform them of the process that will be used to investigate the complaint.
 7. The Associate Superintendent of Human Resources or designate will inform the Chair of the Education Committee and the Pastor/Archbishop Representative of the Education Committee of the fact that a complaint has been made, and may, if necessary, inform them as to the details of the Complaint and/or provide a copy of the Complaint Form.
 8. At any time following the filing of a complaint, the complainant and respondent shall have the right to a support person at any meeting related to the complaint (see appendix for role).
 9. The Principal shall be primarily responsible for the investigation into the complaint, and may collaborate with the Associate Superintendent of Human Resources or designate, Pastor/Archbishop Representative and the Education Committee Chair with respect to the investigation.
 10. If appropriate, the Principal may bring into the investigative process a designate with expertise, to assist in the investigative process (see Appendix for further information and definition of a designate).
 11. The investigation is ordinarily to begin within 5 working days, and in any event, promptly from the date of receipt of the filed complaint. The investigation’s task will be to determine whether a workplace bullying or harassment has occurred (see Appendix for information on investigation).
 12. Up to the point the investigation begins, the complainant may stop the proceedings and request a facilitated meeting with the respondent – no investigation will follow or will be resumed.



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13. The investigations must:
 - a) Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
 - b) Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
 - c) Be sensitive to the interests of all parties involved, and maintain confidentiality;
14. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
15. If the complainant and respondent agree on what happened, then the Principal will not investigate any further, and will determine what corrective action to take, if necessary.
16. If, for whatever reason, an interview of the respondent is not possible, the Principal shall nevertheless investigate the incident based on the available information.
17. The Principal or its designate shall aim to make a determination within 10 working days of the start of the investigation and will promptly inform the parties in person and in writing of the determination.
18. The written determination is to be filed with the Associate Superintendent of Human Resources and the Education Committee
19. In the event that the Principal determines that an incident of bullying/harassment has occurred, the Principal in consultation with the Associate Superintendent of Human resources will formalize any preventative or corrective measures to be taken. (see Procedures)
20. Appropriate preventative or corrective actions must be taken promptly.
21. The Superintendent's office will also review and/or revise workplace procedures, as may be appropriate, to prevent any future bullying and harassment incidents in the school.
22. The Education Committee is to be informed of any preventative or corrective measures. (see Independent Schools Act section 7(6))
23. Support is to be offered to the complainant if found to be victim of bullying and/or harassment (see Appendix).



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24. In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.
25. If dissatisfied with the determination of the Principal, the complainant or respondent may appeal the decision (see appeal section of this policy).
26. The appeal is to be made in writing with the evidence within 5 working days of receipt of the determination.

SECTION D – Complaints against an Education Committee member

The following are procedures when a complaint of harassment or bullying is alleged to have been committed by an Education Committee member. The following steps are to be taken:

1. If appropriate, the complainant is first encouraged to speak directly to the respondent. If a satisfactory resolution is reached the matter may be deemed to be resolved. (See Procedures).
2. If a meeting between the complainant and the respondent is not practicable, or the complainant is not comfortable proceeding in that matter, the complainant may report the complaint to the Principal or the Associate Superintendent of Human Resources, either orally and in writing.
3. The complainant should follow the “reporting guidelines” set out in Section G.
4. The ‘Complaint Form – Employee’s Report’ should be filled out and returned to the Principal and/or Associate Superintendent of Human Resources.
5. If the Complaint is reported to the Principal, the Complaint form must be forwarded to the Associate Superintendent of Human Resources.
6. The Associate Superintendent of Human Resources or designate will inform the Superintendent and the Vicar of Catholic Schools.
7. The Associate Superintendent of Human Resources or designate will inform the respondent that a complaint has been filed against them as well as inform them of the process that will be used to investigate the complaint.
8. At any time following the filing of a complaint, the complainant and respondent shall have the right to a support person at any meeting related to the complaint



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(see appendix for role).

9. The Associate Superintendent of Human Resources or designate may be empowered by the Board of Directors through the Vicar of Catholic Schools to be responsible for conducting the investigation of the alleged complaints or the Board of Directors through the Vicar of Catholic Schools may deem it appropriate to appoint a designate to conduct the investigation.
10. The investigation is ordinarily to begin within 5 working days from receipt of the filed complaint. The investigation will determine whether a workplace bullying or harassment has occurred (see Appendix for investigation information).
11. Up to the point the investigation begins, the complainant may stop the proceedings and request a facilitated meeting with the respondent – no investigation will follow or will be resumed.
12. The investigations must:
 - a) Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
 - b) Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
 - c) Be sensitive to the interests of all parties involved, and maintain confidentiality;
13. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
14. If the complainant and respondent agree on what happened, then the Associate Superintendent of Human Resources or designate will not investigate any further, and will report to the appropriate authorities and determine corrective measures, if necessary.
15. The Associate Superintendent of Human Resources or designate shall aim to make a determination within 10 working days of the start of the investigation and will promptly inform the parties in person and in writing of the determination.
16. The written determination is to be filed with the Associate Superintendent of Human Resources and the Education Committee.
17. Potential corrective measures will be promptly consulted with the appropriate authorities.
18. The Superintendent's office will also review and/or revise workplace procedures,



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- as may be appropriate, to prevent any future bullying and harassment incidents in the school.
19. The Education Committee is to be informed of any corrective measures. (see Independent Schools Act section 7(6))
 20. Support is to be offered to the complainant if found to be victim of bullying and/or harassment (see Appendix).
 21. In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.
 22. If dissatisfied with the determination of the Associate Superintendent of Human Resources or designate, the complainant or respondent may appeal the decision (see appeal section of this policy).
 23. The appeal is to be made in writing with the evidence within 5 working days of receipt of the determination.

SECTION E – Complaint against a Pastor or Archbishop Representative

1. If appropriate, the complainant is first encouraged to speak directly to the respondent. If a satisfactory resolution is reached the matter may be deemed to be resolved. (See Procedures).

If a meeting between the complainant and the respondent is not practicable, or the complainant is not comfortable proceeding in that matter, the complainant may report the complaint to the Associate Superintendent of Human Resources, orally and/or in writing.

3. The Associate Superintendent will forward the complaint to the Archbishop.
4. The Archbishop will appoint a delegate(s) for investigating and responding to the complaint.
5. All procedures, including investigation, corrective measures and appeals, will follow RCAF policies.
6. The CISVA shall be responsible for ensuring that all complaints of workplace bullying or harassment will be investigated promptly, impartially and thoroughly,



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and as discreetly as possible.

7. The CISVA, in consultation with the RCAV, will determine whether any immediate steps should be taken to prevent or minimize the possibility of bullying/harassment of any worker during the process of the investigation.
8. The RCAV will be responsible for determining what, if any, preventative or corrective measures are to be taken.
9. If the CISVA is concerned that any preventative or corrective measures recommended by the RCAV are not adequate to prevent or minimize bullying/harassment of any worker, the CISVA shall consult with the RCAV and thereafter determine what additional measures to take in the circumstances.

SECTION F – Violent Forms of Harassment

1. In the case of a violent incident against an employee where there is a continuing danger of violence, the police shall be notified by calling 911 and the Principal (or in his/her absence, the Vice-Principal) of the school shall be informed immediately.
2. After a violent incident where the immediate threat has passed, the Principal and/or Vice-Principal shall be informed and the police notified through non emergency procedures.
3. In both circumstances, the employee shall complete a Threat/Violence Report form and the Principal shall review the report with the employee. The Principal shall forward a copy of the report to the Associate Superintendent of Human Resources.
4. The Associate Superintendent of Human Resources or designate shall provide in-service in conflict resolution and intervention strategies for dealing with violent incidents as the need arises and shall inform employees who may be exposed to the risk of violence of the nature and extent of the risk. Information and procedures shall be provided related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.
5. Any employee reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the employee's choice for treatment or referral.



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SECTION G - Reporting Guidelines

1. Employees of the CISVA can report incidents or complaints of workplace bullying /harassment verbally or in writing.
2. Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
3. When submitting a written complaint, Employees should use the 'Complaint Form – Employee Report'.
4. When reporting verbally, the reporting contact (Principal or Associate Superintendent of Human Resources), along with the complainant, will fill out the 'Complaint Form – Employee Report'.
5. Employees should provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.



APPENDIX

Definitions:

1. Harassment/Bullying

Harassment/Bullying is a single term used to describe 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.

It comprises but is not limited to objectionable acts, comments or displays that demean, belittle, or cause personal humiliation or discomfort; and acts of intimidation or threats which would be considered by a reasonable person to create an intimidating, hostile or offensive environment for work, study and any other school related activities.

Examples of behaviour or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

The exercise of authority in a manner which serves no legitimate work purpose and which a person ought reasonably to know is inappropriate; or such misuses of power or authority as intimidation, threats, coercion and blackmail.

Harassment/Bullying includes “cyber-bullying”, which can occur through email, text messaging, social networking, and websites. It can include sending derogatory or threatening messages to the target, or sharing personal and confidential messages or images.

2. Sexual harassment

Sexual harassment includes inappropriate circulation or display of visual material of a sexual nature, comments, stare/gaze, physical contact, or real or implied action of a sexual nature which creates an uncomfortable working environment for the recipient, made by a person who knows or ought reasonably to know such behavior is unwelcome.

A person making an implied promise of reward for complying with a request of a sexual nature or a sexual advance made by a person in authority over the recipient that includes or implies a threat or an expressed or implied denial of an opportunity that otherwise would be granted or available and may include a reprisal or a threat made after a sexual advance is rejected.

In this definition a singular incident can be understood as a bullying or harassment



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3. What is not Harassment/Bullying

The above policy excludes any reasonable action taken by an employer or administrator relating to the management and direction of employees or assignments of employees, place of employment, managing a worker's performance, taking reasonable disciplinary actions, assigning work (from 'WorkSafe BC – Bullying and Harassment in the Workplace')

Further description of non-bullying/harassment(not inclusive of all descriptors)

- *Job duties or roles within the contract*
- *Reasonable workloads – timelines, deadlines etc.*
- *Lay-offs, transfers, promotions(policy and/or criteria referenced and/or contract)*
- *Re-organization, assignments (policy and/or criteria referenced and/or contract)*
- *Work performance review (policy and contract)*
- *Work related directives (policy and contract)*
- *Corrective measures (policy, contract, performance, regulations and directives)*

In addition, the following are not examples of harassment:

- *An occasional compliment*
- *Banter when it is mutually acceptable between/among peers or friends*
- *Normal exercise of supervisory responsibilities including disciplining when warranted.*

4. Violence

Violence the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that worker is at risk of injury.

5. Support Person

A respondent or complainant may have a support person present during an investigative interview. The support person is a silent unbiased or neutral witness to the proceedings. The support person is not an advocate. The support person may be called upon in an appeal process.

6. Support for Victim of Bullying and/or Harassment

The CISVA has an Employee Assistance Program in addition to the Extended Health Benefit. Contact the Benefits Office for further information.



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7. Facilitating

Following scripture and the words of Christ (Matthew 5 23-2) it is important to make every effort to speak directly with the alleged individual giving offense. This can be facilitated by a colleague, or someone who is trusted. This is an informal process of trying to resolve an issue. If the Principal is asked to facilitate (and there may be good reason) caution is needed as he/she may be called upon to do an investigation of the complaint if it goes further.

8. Designate

For the purposes of this policy, a designate either of the principal, Associate Superintendent of Human Resources, Education Committee and/or Board of Directors is a person who has the authority to act in the name of the person or body exercising the option to designate. This person may have a specific set of skills (mediation, human resource skills etc.) that could be valuable to the complaint process.

9. Investigation

This is the critical process of interviewing and determining whether an incident or incidents of bullying or harassment has occurred as defined by the definition of bullying and/or harassment. The investigator or investigating body has the authority from conducted interviews and credibility determinations (inherent plausibility, motive to falsify, corroboration - witness testimony, physical evidence - past record) to make such determinations as to veracity of testimonies and if bullying/harassment did or did not occur.

Investigating sub-committees will be provided with a document of the investigative process and procedures from the Superintendent's Office. The complainant and respondent will be informed of the investigative process and procedures.

Reference: BC Human Rights Protection – Ministry of Attorney General Worksafe BC Independent Schools Act RCAF Policy on the Prevention of Workplace Bullying and Harassment Cross-reference: Policy 302 – Complaints Policy 412 – Parent Code of Conduct Policy 429 –Personal and Professional Boundaries	Approved: CISVA Board of Directors
	Date Approved: April 13, 2004
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