

## Anglican Diocese of British Columbia **Workplace bullying and harassment policy statement**

### **1. Workplace conduct**

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 a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct 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 rumors.

### **3. Workers must:**

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

### **4. 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.

### **5. Annual review**

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

Additional resources can be found at [www.worksafebc.com/bullying/](http://www.worksafebc.com/bullying/).



## Workplace bullying and harassment reporting procedures

### 1. How to report

Workers at the Anglican Diocese of British Columbia can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

### 2. When to report

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. Reporting contact

Report any incidents or complaints to the executive officer/bullying prevention officer, The Venerable Barry Foster at [bfoster@bc.anglican.ca](mailto:bfoster@bc.anglican.ca) or 250-386-7781, ext. 248.

### 4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact The Dean of Christ Church Cathedral, The Very Reverend Ansley Tucker, at [atucker@bc.anglican.ca](mailto:atucker@bc.anglican.ca) or 250-383-2714, ext. 226.

### 5. What to include in a report

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.

### 6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Additional resources can be found at [www.worksafebc.com/bullying/](http://www.worksafebc.com/bullying/).



## Workplace bullying and harassment investigation procedures

### 1. How and when investigations will be conducted

Most investigations at the Anglican Diocese of British Columbia will be conducted internally. In complex or sensitive situations, an external investigator might be hired. Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

### 2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the diocese will not investigate any further, and will determine what corrective action to take, if necessary. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### 3. Roles and responsibilities

The Venerable Barry Foster, executive officer/bullying prevention officer, is responsible for ensuring workplace investigation procedures are followed. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. The Territorial Archdeacon will conduct investigations and provide a written report with conclusions to the executive officer/bullying prevention officer.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to executive officer/bullying prevention officer.

### 4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by The Venerable Barry Foster. Following an investigation, in his role as bullying prevention officer, Venerable Foster will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.



## **5. Record-keeping requirements**

The Anglican Diocese of British Columbia expects that workers will keep written accounts of incidents to submit with any complaints. The diocese will keep a written record of investigations, including the findings.

## **6. Annual review**

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available on the diocesan website, located specifically at [www.bc.anglican.ca/resources/safe-church--211](http://www.bc.anglican.ca/resources/safe-church--211)

Additional resources can be found at [www.worksafebc.com/bullying/](http://www.worksafebc.com/bullying/).



## Sample workplace bullying and harassment complaint form

Name and contact information of complainant:

Name of alleged bully or bullies:

### Personal statement

In an attached document(s), please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date