



VANCOUVER BOARD OF EDUCATION

WORKPLACE BULLYING & HARASSMENT PART 1 - INITIAL EMPLOYEE CHECKLIST

INSTRUCTIONS

1. Review and complete Part 1 - Initial Employee Checklist.
2. Review and complete Part 2 - Employee's Report of Bullying and Harassment.
3. Note: this report is submitted to VSB Employee Services, not WorkSafe BC.

If you believe you are being bullied or harassed at work, you will need to take appropriate steps to report it, which is an obligation of all workers who are targets of workplace bullying and harassment.

1. I have documented and kept a written record of the incident of Workplace Bullying and Harassment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. I have reviewed the WorkSafeBC definition of bullying and harassment (below) and believe it applies to my situation. Bullying and harassment is defined by WorkSafeBC as "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."	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. I have read the district's policy and procedures on bullying and harassment and I understand how to report my concerns and what to expect in the investigation process. Located in the District Policy Manual (Policy GBCBA - Harassment in the Workplace) at www.vsb.bc.ca and on the vsbportal under the Health and Safety web page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. I have read the Occupational and Health and Safety Policy <i>D3-116-1 Worker Duties - Workplace Bullying and Harassment</i> located at: www2.worksafebc.com/Publications/OHSRegulation/Policies-WorkersCompensationAct.asp#SectionNumber:D3-116-1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. I am comfortable discussing the situation with the individuals involved.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. I/we can resolve the issue or concern without the involvement of others.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you indicated no to questions 5 or 6, then: I know to report the situation to my Principal/Supervisor by completing the <i>Workplace Bullying and Harassment Report - Part 2</i> (attached). OR If my Principal, Supervisor or the employer is the person bullying and harassing me, I know to report the situation to Employee Services by completing the <i>Workplace Bullying and Harassment Report - Part 2</i> (attached). I am reporting this concern to: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are you also filing a complaint of harassment under your collective agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

To report workplace bullying and harassment, complete the attached form **Workplace Bullying and Harassment Report - Part 2** and submit to your Principal or Supervisor, or Employee Services.



WORKPLACE BULLYING & HARASSMENT PART 2 - EMPLOYEE'S REPORT

INSTRUCTIONS
1. Review the definition of bullying and harassment to confirm this report form applies.
2. Complete Part 2 of this report.
3. Submit Part 1 & 2 of this report to your Principal/Supervisor.
<i>Note: If the person responsible for the workplace bullying and harassment is your Principal/Supervisor or the Employer, you may submit Part 1 & 2 of this report directly to Employee Services.</i>

Review Definition:

WorkSafeBC's definition of 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."

Background Information

Name of Employee Reporting		Position	VSB Tel#	Employee #
School / Site		Specific Location		
Date & Time of Incident	AM PM	Date & Time Employee Reported Incident	AM PM	
Name of respondent(s) - person(s) reportedly involved in Bullying and Harassment:				
<input type="checkbox"/> VSB Employee Position/Site: _____ <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Other: _____				
Name(s) of witness(es) (if any):				
Name of School Principal / Supervisor:			VSB Tel. #	
Brief Description of the Workplace Bullying and Harassment: (Attach supporting documents as required. Include: sequence of events and time line etc.)				

Signature: (Employee Involved) _____ Print Name: _____ Date: _____

Personal information on this form is collected by School District #39 (Vancouver) for the purposes of investigation, correction and prevention of bullying and harassment incidents in the workplace and for the administration of the Health and Safety Program. Personal information on this form is collected and will be protected in accordance with the Freedom of Information and Protection of Privacy Act. For further information, please contact the Manager of Health and Safety at the Vancouver Board of Education, 1580 West Broadway, Vancouver, B.C. V6J 5K8

PART 3 - INVESTIGATION

STOP!

If Part 2 of this report describes conduct or comments between two (or more) VSB employees, call EMPLOYEE SERVICES IMMEDIATELY. Do not investigate locally. For all others, read the instructions carefully.

STEP 1

Review Definition

WorkSafeBC's definition of 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."

INSTRUCTIONS for Principal/Supervisor

1. Principal/Supervisor to review definition.
2. Name Investigator(s) (typically the Principal, a Vice Principal, or Supervisor and may include support from Directors of Instruction, Department Heads or Employee Services).
3. Determine if the conduct being reported describes workplace bullying and harassment.
4. Complete an investigation. Submit Part 1, 2 & 3 to VSB Health and Safety.

STEP 2

Determine Investigator(s):

Investigator (Name/Position): 1. _____ (required);

Investigator (Name/Position): 2. _____ (optional);

STEP 3

Determine if the report in Part 2 describes workplace bullying and harassment.

The conduct or comment was:

- Directed at the reporting party or witnessed first hand by the reporting party.
- Work-related or occurred in the workplace.
- Intimidating or humiliating for the recipient AND, the person allegedly responsible for the conduct knew or should have known it was intimidating/humiliating
- Not a reasonable supervisory or managerial action by the supervisor or the employer.

Check One

- All the above conditions are met. The incident or conduct describes workplace bullying and harassment and must be investigated and followed-up with appropriate interventions/corrective actions.
 - All of the above conditions are not met. A workplace bullying and harassment investigation is not required. The incident or conduct does not constitute workplace bullying and harassment and no workplace bullying and harassment investigation is required.
- NOTE:** Principals or Supervisors may, however, need to otherwise follow-up and mediate the issue described in Part 2.

STEP 4

Investigation Summary: (Attach supporting documents as required. Include: sequence of events; etc.)

Recommended Corrective Actions(s): (Investigator(s) to attach supporting documents as required)

Nature of Corrective Action

Summary of Corrective Actions

Completion Date(s)

- Restorative Process
- Student Code of Conduct
- Student Discipline
- School-Act
- Other

Signature: (Principal/Supervisor) _____ **Print Name:** _____ **Date:** _____

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Reporting and Investigation Procedures for Incidents of WorkSafeBC Bullying and Harassment

Reporting Procedures

VSB employees who believe they have been subject to or observed bullying and harassment as defined by *WorkSafeBC* will:

- Obtain a copy of the *VSB Workplace Bullying and Harassment* form. The form is available at the worksite or online at the VSB Health and Safety page.
- Complete the *VSB Workplace Bullying and Harassment form: Part 1 - Initial Employee Checklist and Part 2 – Employee's Report*
- Submit the completed *VSB Workplace Bullying and Harassment form: Part 1 - Initial Employee Checklist and Part 2 – Employee's Report* to your Principal, Vice Principal or Supervisor.
- The reporting employee may submit the completed *VSB Workplace Bullying and Harassment form: Part 1 - Initial Employee Checklist and Part 2 – Employee's Report* directly to Employee Services (Labour Relations) if the person responsible for the workplace bullying and harassment is:
 - i. Another employee,
 - ii. The complainant's Principal, Vice Principal or Supervisor, or
 - iii. A School Board Trustee, District Manager, or Department Head.

Investigation Procedures

If the reporting employee indicates on the *VSB Workplace Bullying and Harassment form: Part 1 - Initial Employee Checklist* that they wish to resolve the issue or concern without the involvement of the employer, the matter will not be investigated and a record of the report will be kept on file.

Complainant and Respondent are Both Employees:

When the complainant and the respondent are both employees of the district, then the Principal, Vice Principal, or Supervisor will forward without delay the *VSB Workplace Bullying and Harassment: Part 1 - Initial Employee Checklist and Part 2 – Employee's Report* to Employee Services (Labour Relations) for investigation and follow-up.

Employee Services (Labour Relations) will ensure the investigation processes applied are consistent with *WorkSafeBC* requirements and applicable Collective Agreement processes, policy or other requirements.

Employee Services (Labour Relations) may assign an alternative investigator(s) which may include Employee Services (Labour Relations) staff or external investigators.

Investigation documentation will be kept in Employee Services (Labour Relations).

Complainant is an Employee and Respondent is a Person Other than an Employee:

When the complainant is an employee of the district and the respondent is not, the Principal, Vice Principal, or Supervisor will:

- Review the *WorkSafeBC* definition of workplace bullying and harassment.
- Assign and name the investigator(s).

- Determine if the conduct or comment(s) being reported meet the *WorkSafeBC* definition of workplace bullying and harassment. If the conduct or comment(s) being reported does not meet the *WorkSafeBC* definition of workplace bullying and harassment, then it will not be investigated further under *WorkSafeBC* requirements.
- Investigate when the conduct or comment(s) are determined to meet the *WorkSafeBC* definition of workplace bullying and harassment.
- Investigations will include:
 - i. Interviewing the complainant
 - ii. Interviewing the respondent
 - iii. Interviewing any named witnesses
 - iv. Reviewing related documentation or materials, including electronic documents (if applicable and available)
 - v. Determine any applicable corrective actions

Follow-up Procedures – Potential Corrective Actions and Remedies

The findings of an investigation will be determined and communicated to both the complainant and respondent without undue delay.

The following are examples of potential corrective actions or remedies that may be considered by the Investigator(s): restorative processes, counselling, conflict resolution training, or application of the School Act.

Record Keeping

Completed *VSB Workplace Bullying and Harassment: Part 1 - Initial Employee Checklist, Part 2 – Employee's Report, and Part 3 - Investigation* are to be forwarded to VSB Health and Safety for record keeping.

When the complainant and the respondent are both employees of the district, investigations will be kept in Employee Services (Labour Relations).

Date Issued: January 29, 2014

Revised: September 4, 2015