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Workplace Harassment and Bullying

June 15, 2015

Name of Policy

Implementation Date

Senior Education Administrator

Feb19, 2020

Positions(s) Responsible

Date of Last Revision

Ace Trades and Technical Institute (ATTI) has created this outline to set out the process related to Workplace Harassment and Bullying at the College. This policy applies to all students and staff at ATTI.

The first thing you need to do when you witness or experience bullying and harassment at work is to report it to your employer/direct supervisor as soon as possible, following your employer's policies and procedures. Your employer is required to address your report of bullying and harassment, following their own procedures.

Workplace Conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

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.

Worker Must

A worker's obligation to take reasonable care to protect the health and safety of themselves or other includes:

- (a) not engage in bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- (b) report if bullying and harassment is observed or experienced in the workplace, and
- (c) apply and comply with the employer's policies and procedures on bullying and harassment.

Supervisors Duties

A supervisor has a duty to take all reasonable steps to ensure the health and safety of workers under their supervision, and as a result, a supervisor must take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. Workplace bullying and harassment can lead to injury, illness or death.

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. The worker checklist on workplace bullying and harassment needs to be completed when harassed or bullied; also, that you have read and understood the policy.

Action Plan

The reporting assigned supervisor deals with the occurring issue with both parties and corrective action to take place by addressing the misconduct.

- (a) be fair and impartial, providing equal, and treatment for both the complainant and respondent in evaluating the allegations.
- (b) be sensitive to the interests of all parties, and maintain confidentiality
- (c) be undertaken promptly and diligently, and be as thorough as necessary

Inform workers about what the investigation will include. For example, investigations might include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree about what happened, then the employer might not have to investigate any further.

Employer will keep all documented record accounts of incidents to submit with any complaints. If further information is needed for staff to understand these procedures, they can read the investigation guide and other reference material at www.worksafebc.com/bullying.

Annual Review

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

Workplace Bullying and Harassment Reporting Procedures

The following are procedures for workers to report to their employer incidents or complaints of workplace bullying and harassment. They can be adapted to meet the needs of individual workplaces. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

Step 1. How to Report

Workers at Ace Trades and Technical Institute 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.

Step 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.

Step 3. Reporting Contract

Report any incidents or complaints to Supneet Chawla, Founder and CEO.

Alternate Reporting Contract

If the employer, the complainant's supervisor, or the reporting contract named in Step 3 is the person engaging in bullying and harassing behaviour, contact Work Safe BC at 1-888-621-7233.

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.

Annual Review

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

Date created	Annual review date
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Workplace Bullying and Harassment Complaint Form

This is an complaint form for workers to report incidents or complaints of workplace bullying and harassment to the employer. It can be adapted to meet the needs of individual workplaces.

Additional resources are available at www.worksafefbc.com/bullying/.

Name and contact information of complainant
Name of alleged bully or bullies

Record-Keeping Requirements

Ace Trades and Technical Institute expects that workers will keep written accounts of incidents to submit with any complaints. Ace Trades and Technical Institute will keep a written record of investigations, including the findings.

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 at Unit 101-102-9486 120 St., Surrey, BC V3V 4B9. See Supneet Chawla, Founder and CEO of Ace Trades and Technical Institute.

Date created	Annual review date
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Workplace Bullying and Harassment Investigation Procedures

These are procedures for dealing with incidents and complaints of workplace bullying and harassment at Ace Trades and Technical Institute. Investigation procedures can vary significantly from one workplace to another and employers can provide additional information regarding their specific investigation process. Employers are not required to use this template as long as they have reasonable procedures in place that meet their legal duties. Additional resources and an explanation of legal duties can be found at www.worksafefbc.com/bullying/.

How and When Investigations will be Conducted

Most investigations at Ace Trades and Technical Institute 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

What will be conducted

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 Ace Trades and Technical Institute 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.

Roles and Responsibilities

Supneet Chawla, Founder and CEO 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.

Supneet Chawla, Founder and CEO will conduct investigations and provide a written report.

If external investigators are hired, they will conduct investigations and provide a written report.

Follow Up

The alleged bully and alleged target will be advised of the investigation findings by Supneet Chawla, Founder and CEO.

Following an investigation, Supneet Chawla, Founder and CEO 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.

Personal Statement

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



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Investigation Form

This is an investigation form created for employees of Ace Trades and Technical Institute for investigating workplace bullying and harassment complaints or incidents. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)
Based on the investigation, did workplace bullying and harassment occur? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason(s) for this conclusion		

Name of complainant

Name of respondent/alleged bully

Date

Location

Name of investigator