

Village of Port Clements Respect in the Workplace Policy Policy No. 10, 2022

Adopted: September 6, 2022
Reviewed: September 6, 2022
Next Review: September 2023

Replaces all prior Respect in the Workplace Policies

1.0 OBJECTIVE:

To clearly establish that bullying and harassment is not acceptable in the operations of the Village of Port Clements from any persons and to set guidelines on how incidents and complaints of workplace bullying and harassment are reported and investigated.

2.0 SCOPE:

2.1 Interactions general:

This policy applies to all Village employees, Mayor, Council Members, Village committee and commissions members, and volunteers and contractors who are working on projects for the Village/involved in Village activities.

- (a) In this understanding the referenced “workers” throughout this document will be used in this policy to collectively to the groups identified in 2.1 in addition to employees.

2.2 Interactions with the public:

This policy also applies to incidents where the alleged bully/harasser is a member of the public in their interactions with workers, as bullying and harassment is not tolerated from any persons external or internal to the Village body/operations. While it is recognized that the Village is less able to get cooperation and apply corrective action onto an alleged bully/harasser external to the organization, the Village still has the responsibility to provide a workplace free of bullying and harassment.

3.0 POLICY STATEMENT:

3.1 Workplace Conduct:

Bullying and harassment is not acceptable or tolerated the Village’s workplaces. All workers will be treated in a fair and respectful manner.

3.2 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 the Village, employer or supervisor relating to the management and direction of workers or the workplace.

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 rumours.

3.3 Workers must:

- Not engage in bullying and harassment of other workers
- Report if bullying and harassment is observed or experienced
- Apply and comply with the Village's policies and procedure on bullying and harassment

3.4 Application:

This policy statement applies to all workers, including permanent, temporary, casual, contract and student employees. It applies to interpersonal and electronic communications, such as email.

4.0 REPORTING PROCEDURES:

4.1 How to report:

Workers at the Village of Port Clements 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.

4.2 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.

4.3 Reporting contact:

It is generally expected that a complainant will report to their supervisor, with the supervisor informing the Chief Administrative Officer. Otherwise, incidents or complaints are reported directly to the Village's Chief Administrative Officer. Which can be submitted to their office, verbally (by phone, 250-557-4295, or in person), or by email (cao@portclements.ca).

(a) In the case of Council Members, their supervisor for these purposes is considered the Mayor.

(b) In the case of committee and commission members, their supervisor for these purposes is considered the committee/commission chair.

(c) In the case of volunteers, if they are volunteering with a specific committee/commission, their supervisor for these purposes is considered the committee/commission chair.

4.4 Alternate reporting contact:

If the complainant's supervisor is the person engaging in bullying and harassing behaviour contact the Chief Administrative Officer. Which can be submitted to their office, verbally (by phone, 250-557-4295, or in person), or by email (cao@portclements.ca).

For incidents or complaints involving the Chief Administrative Officer, please report to the Mayor. Which can be submitted to their physical inbox in Council Chambers, verbally (by phone or in person), or by email at their council email address.

4.5 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.

4.6 Complaint Form:

Schedule 'A' contains the complaint form to be used for the report submission.

5.0 INVESTIGATION PROCEDURES:

5.1 How and when investigations will be conducted:

Most investigations at the Village of Port Clements 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 investigations process

5.2 What will be included:

Investigations will include interviews with the alleged target, the alleged bully/harasser, and any witnesses. If the alleged target and the alleged bully/harasser agree on what happened, then the Village of Port Clements' 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.

5.3 Roles and responsibilities:

The Chief Administrative 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 Chief Administrative Officer will either conduct the investigation or delegate another member of staff to conduct the investigation on their behalf and provide a written report with conclusions to the Chief Administrative Officer. For complaints involving the Chief Administrative Officer, the Mayor, Council Members, or Committee/Commission Members, a written report with the conclusions will be provided to Council.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer, or to Council if the complaint involves the Chief Administrative Officer.

5.4 Follow-up:

The alleged bully/harasser and alleged target will be advised of the investigation findings by the Chief Administrative Officer. If the Chief Administrative Officer is one of the parties, the parties will be notified of the results by the Mayor, supervisor or other designated staff member for these purposes.

Following an investigation, the Chief Administrative Officer 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 assistance programs or be encouraged to seek medical advice.


5.5 Record-keeping requirements:

The Village of Port Clements expects that workers will keep written accounts of incidents to submit with any complaints. The Village of Port Clements will keep a written record of investigations, including the findings.

5.6. Investigation form;

Schedule "B" contains the investigation form to be used for conducting investigations.


Mayor Doug Daugert


Acting CAO Elizabeth Cumming

Village of Port Clements

SCHEDULE 'A', POLICY 10

WORKPLACE BULLYING AND HARASSMENT COMPLAINT FORM

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

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.

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Signature	Date
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Village of Port Clements

SCHEDULE 'B', POLICY 10

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

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		