

Workplace Bullying and Harassment Policy Statement

Passed: May 2014

Purpose

The Lillooet Area Library Association (LALA) values all of its employees and is committed to providing a working environment that allows for the full and free participation of all of its employees. Disrespectful behaviour, discrimination and harassment undermine this objective, violate the fundamental rights, personal dignity and integrity of individuals.

All persons associated with LALA are accountable for their own conduct and are required to conduct themselves in a civil, respectful, co-operative and non-discriminatory manner at the workplace and at work-place related gatherings. LALA will ensure that all persons governed by this policy are aware of their responsibilities under the Canadian Human Rights Act <http://laws-lois.justice.gc.ca/eng/acts/h-6/> , the BC Human Rights Code http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01 and this policy.

1. Workplace conduct

Bullying and harassment are not acceptable or tolerated in the workplace. All workers will be treated in a fair and respectful manner. This policy also covers harassment that happens away from the workplace if it has a negative effect on work relationships.

2. Bullying and harassment

2.1. 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

2.2. 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 rumours.

3. It is the workers responsibility:

3.1. to know and comply with the employer's policies and procedures on bullying and harassment

3.2. report if bullying and harassment are experienced

3.3. be prepared to report when asked, if bullying or harassment have been observed

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.

See additional resources and an explanation of legal duties at www.worksafebc.com/bullying/.