
Workplace Bullying and Harassment Reporting Procedure

1.0 Policy Purpose & Scope

The purpose of this policy is to establish a clear, confidential, and legally compliant procedure for reporting, investigating, and resolving incidents of workplace bullying and harassment. This policy applies to all individuals within the organization, including full-time and part-time employees, contractors, subcontractors, temporary workers, volunteers, and visitors. It covers all forms of bullying and harassment, including but not limited to verbal, physical, psychological, and cyber harassment, whether occurring on company premises, at work-related events, or through electronic communications. The core objective is to foster a respectful and safe work environment, prevent harm, and ensure prompt and fair resolution of complaints.

2.0 Regulatory Context & Compliance

This policy is driven by the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR) under WorkSafeBC, specifically Part 3.27 to 3.31 regarding workplace bullying and harassment. It also aligns with the Canadian Human Rights Act (CHRA) and the BC Human Rights Code, which prohibit discrimination and harassment based on protected grounds. Compliance with these regulations is mandatory, and failure to adhere may result in legal liability, fines, and increased workers' compensation claims. The policy ensures the organization meets its duty to provide a healthy and safe workplace free from bullying and harassment.

3.0 Roles & Responsibilities

Employer/Management: Must develop, implement, and maintain this policy; provide adequate training to all workers; ensure all reports are taken seriously and investigated promptly; maintain confidentiality to the extent possible; and take corrective action where warranted.

Supervisors: Must model respectful behavior; promptly report any observed or reported incidents to the designated investigator; support workers who report incidents; and ensure no retaliation occurs.

Workers: Must treat others with respect; report any incidents of bullying or harassment they experience or witness; cooperate fully with investigations; and refrain from making frivolous or malicious complaints.

4.0 Program Execution & Procedures

Reporting: Any worker who experiences or witnesses bullying or harassment should report it immediately to their supervisor, manager, or the designated Human Resources representative. Reports can be made verbally or in writing, and anonymous reporting is accepted via a confidential online form or third-party hotline.

Investigation: Upon receipt of a complaint, the organization will initiate a fair and impartial investigation within 5 business days. The investigator will be trained and neutral, and will interview all relevant parties, review evidence, and document findings.

Resolution: Within 30 days of the complaint, a written report will be provided to the complainant and the alleged harasser outlining findings and any corrective actions. Corrective actions may include mediation, training, reassignment, discipline up to termination, or referral to law enforcement if criminal conduct is suspected.

Retaliation: Retaliation against any person who reports an incident or participates in an investigation is strictly prohibited and will result in disciplinary action.

5.0 Review & Recordkeeping

All records related to bullying and harassment reports, investigations, and resolutions will be kept confidential and stored securely in the Human Resources department for a minimum of 5 years, or longer if required by law. The policy will be reviewed annually by the Joint Health and Safety Committee (JHSC) or equivalent, and updated as needed to reflect changes in legislation or organizational needs. Training records for all workers on this policy will be maintained for the duration of employment plus 2 years.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.