



*Bringing Learning to Life!*

# Vancouver Island North School District No. 85

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## **Reporting Incidents of Bullying and Harassment Information for School District No. 85 Employees**

Employees of School District No. 85 should be familiar with Board Policy 4-80 – Respectful Workplace. This policy is intended to provide you with guidance on what would potentially be considered bullying and harassment in the workplace and a violation of Board policy and WorkSafeBC occupational health and safety policies and regulations. Board Policy 4-80 can be found on the School District website ([www.sd85.bc.ca](http://www.sd85.bc.ca)) under Board of Education/Policies.

All employees need to be aware that Occupational Health and Safety Policy D3-116-1 under the Workers Compensation Act requires that workers must report if bullying and harassment is observed or experienced in the workplace.

If you believe you have been the victim of bullying and harassment during the course of your duties as a District employee, you should refer to Board Policy 4-80 – Respectful Workplace (Regulations) for an outline of what your options are.

The attached document can assist you in reporting potential situations of bullying and harassment that have impacted you or that you have observed. You can report these incidents to any of the following:

- A representative of your union or association. Be aware that these representatives have an obligation to inform the District of your concern if they believe that bullying and harassment has occurred. They can also provide support and guidance to you during the process.
- Your supervisor or manager. If you are a school based employee, you should start with your school principal. If your supervisor or manager is the source of the bullying and harassing behaviour, you would report your concern to their manager.
- The Human Resources Department. The Assistant Superintendent or the Secretary-Treasurer can assist you.

If you have any questions about bullying and harassment, you can contact any of the above resources for further information.

You can also refer to bullying and harassment materials contained on WorkSafeBC's website at: [www2.worksafebc.com/Topics/BullyingAndHarassment/Home.asp](http://www2.worksafebc.com/Topics/BullyingAndHarassment/Home.asp).



# Workplace Bullying and Harassment Report Form

**Note:** Text boxes will automatically expand to accommodate all your input.

<b>Name of staff reporting incident:</b>	
<b>Position:</b>	
<b>Work location:</b>	

I was subjected to behaviour that I consider to be bullying and harassment.	I witnessed behaviour that I consider to be bullying and harassment.
<b>Location of incident:</b>	
<b>Date of incident:</b>	
<b>Date of reporting:</b>	

<b>Involved People</b> (include witnesses)	
<b>Describe the situation</b> (words, tone, actions, etc.) <b>and the impact</b> (humiliated, intimidated, etc.)	
<b>Next Step</b> To be completed by the worker's immediate Supervisor; or in the event the complaint is against the immediate Supervisor, then this step is completed by the next level in the Chain of Command.	
<b>Remedial Action</b> Investigation completed:  Yes      No	

Complainant's signature: \_\_\_\_\_

Date \_\_\_\_\_

District Representative:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OHS Policy D3-116-1: Workers must report if bullying and harassment is observed or experienced in the workplace.**