

**POLICY: POSITIVE WORKPLACE ENVIRONMENT:
ANTI-BULLYING AND HARASSMENT**

POLICY #: B-OHS-03

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| COMMITTEE: | Human Resources | PASSED: | 10 July 2014 |
| TOPIC: | Occupational Health and Safety | AMENDED: | 26 March 2015; 27 October 2016 |
| | | REVIEW PERIOD: | Annual |

PURPOSE

The purpose of this Policy is to assist NVDPL employees, contractors, board members, volunteers, and all persons sharing our workplace in identifying and preventing discriminatory and personal harassment in the workplace, and to provide guidelines for reporting, investigating, and resolving incidents and complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, professionalism, collegiality and trust that are essential for a sound organization.

SCOPE

This Policy applies to all permanent and temporary bargaining unit, management and exempt employees, and it applies to those with whom the Library conducts business, at all sites where business activities are undertaken for North Vancouver District Public Library. It applies to all situations where activities are connected to work with the Library and could impact on employment during and outside of regular business hours at the workplace and away from the workplace. This includes:

- Activities on the Library's premises
- Work assignments outside of the Library's premises
- Work-related conferences, training sessions, or seminars
- Work-related travel
- Work-related social functions that the Library sponsors or organizes

POLICY

The North Vancouver District Public Library is committed to, and will be diligent in its efforts to provide, a work environment that treats employees with respect and is supportive of the personal dignity, self-esteem and well-being of staff.

Responsibility for creating and maintaining a positive workplace environment rests with all persons sharing our workplace, including Board members, all employees and volunteers. Bullying and harassment is not acceptable or tolerated in the workplace.

Under no circumstances will complaints of harassment be dismissed without due consideration and proper investigation. Complainants will not be told to deal with matters themselves.

The Library recognizes that NVDPL employees may be subjected to workplace harassment by outside stakeholders; in those circumstances, the Library acknowledges its responsibility to support and assist persons subjected to such harassment. The Library is committed to the effective implementation and administration of this Policy and related Guidelines toward the aim of a workplace that is free of harassment.

This Policy is not intended to constrain normal social interactions.

RESPONSIBILITIES

Director of Library Services and Board Members

- Support this policy and guidelines
- Not engage in bullying or harassment of workers, supervisors/managers or other Board members

Management/Supervisors

- Support and endorse this policy and procedures
- Apply and comply with this policy and program
- Ensure time and resources are available to conduct training and investigations
- Inform and train workers on this policy and program
- Not engage in bullying or harassment of workers, other supervisors or other managers
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required
- Complete all appropriate forms to document any incidents of bullying or harassment

Workers

- Not engage in bullying or harassment of other workers, supervisors or managers
- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Apply and comply with the employer's policies and procedures on bullying and harassment

Investigators

- Complete investigations free of bias
- Gather all required information to conduct a full and comprehensive investigation
- Provide follow up and recommendations to assist in eliminating reoccurrence

RELATED POLICIES AND GUIDELINES

- B-HR-01 FOSTERING A SUPPORTED AND EMPOWERED STAFF
- MG-HR-01.0 EMPLOYEE CODE OF CONDUCT
- B-GOV-07 RISK MANAGEMENT