

Section:	<b>Human Resources</b>
Policy:	<b>4.24</b>
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Approval:	

## 4.24 Bullying and Harassment

### 1. Purpose

The purpose of this document is to clearly state that Kootenay Christian Academy is committed to a safe and respectful work environment. This document establishes guidelines for how to recognize bullying and harassment; how to respond to reports of bullying and harassment; and the possible disciplinary actions that may be taken.

### 2. Persons/Area Affected

All workers at Kootenay Christian Academy.

### 3. Policy

- 3.1. The policy of Kootenay Christian Academy is to ensure that bullying and harassment are not accepted or tolerated in the workplace. As individuals created in the image of God, every person has dignity and value, and has the right to work in a safe and respectful environment.
- 3.2. All workers, visitors, and others, will be treated in a fair and respectful manner. This policy applies to conduct in the workplace, and at school-sponsored or school-related events; it also applies to conduct outside of work/school, including electronic communications, such as email and text messages.
- 3.3. Kootenay Christian Academy is committed to resolving any reported complaint or incident through a process of biblical reconciliation with the goal of continuing the working relationship. Refer to **Conflict Resolution** for further information.

### 4. Definitions

#### 4.1. Bullying and harassment:

- 4.1.1. **includes** any inappropriate conduct or comment by a person towards an individual that the person knew or reasonably ought to have known would cause that individual to be or to feel humiliated or intimidated, but
  - 4.1.2. **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.
  - 4.1.3. **Examples** of conduct or comments that might constitute bullying and harassment include: verbal aggression or insults; calling someone derogatory names; vandalizing personal belongings; spreading malicious rumours; embarrassing or insulting practical jokes; patronizing or condescending behaviour; humiliation of another person; or physical assault.
  - 4.1.4. **intent** does not determine whether the behaviour is bullying and harassment. A person cannot excuse his or her behaviour by saying they did not intend it to be humiliating or intimidating.
- 4.2. **Harassment**, more specifically, is any of the behaviours in 4.1.1. and 4.1.3. that is based on a person's race, colour, ethnicity, age, religion, gender, sexual

orientation, physical disability, or any other ground protected under the BC Human Rights Code.

4.3. **Sexual harassment:** Examples of sexual harassment include: pinching; crude or dirty jokes; sexually suggestive remarks/comments/looks; displays of sexually explicit or sexist material; and sexual assault.

4.4. **Worker:**

4.4.1. The definition of worker includes, but is not limited to:

4.4.1.1. an employee

4.4.1.2. a person working under a contract, such as a consultant

4.4.1.3. a person who is a learner, such as a practicum student

4.4.2. Workers are not students of Kootenay Christian Academy.

## 5. Responsibilities

5.1. The principal is expected to set an example and not tolerate inappropriate behaviour.

5.2. The principal is responsible for ensuring workplace investigation procedures are followed.

5.3. Workers must:

5.3.1. not engage in the bullying and harassment of other workers

5.3.2. report if bullying and harassment is observed or experienced

5.3.3. follow the school's policies and procedures on bullying and harassment

5.3.4. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

## 6. Procedures

6.1. Reporting bullying and harassment

6.1.1. **How to report:** Anyone at Kootenay Christian Academy can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, use the **Bullying and Harassment Complaint Form**. (See Appendix A). When reporting verbally, the principal, along with the complainant, will fill out the complaint form.

6.1.2. **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.

6.1.3. **Reporting contact:** Report any incidents or complaints to the principal. If the principal is the person engaging in bullying and harassing behaviour, contact Society Liaison.

6.1.4. What to include in a report: Provide as much information as possible in the report, such as:

6.1.4.1. names of people involved

6.1.4.2. witnesses

6.1.4.3. where the events occurred

6.1.4.4. when they occurred

6.1.4.5. what behaviour and/or words led to the complaint

- 6.1.4.6. attach any supporting documents, such as emails, handwritten notes, or photographs
- 6.1.4.7. physical evidence, such as vandalized personal belongings, can also be submitted

## 6.2. How and when investigations will be conducted

- 6.2.1. Most investigations at Kootenay Christian Academy will be conducted internally, with the assistance of the SCSBC Harassment Advisor (the Advisor).
- 6.2.2. Investigations will:
  - 6.2.2.1. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
  - 6.2.2.2. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
  - 6.2.2.3. be sensitive to the interests of all parties involved, and maintain confidentiality
  - 6.2.2.4. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
  - 6.2.2.5. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

## 6.3. What will be included

- 6.3.1. Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Kootenay Christian Academy will not investigate any further, and will determine what corrective action to take, if necessary.
- 6.3.2. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence, such as vandalized objects.

## 6.4. Investigation Procedure

- 6.4.1. The principal will conduct investigations and provide a written report with conclusions to Society Liaison and HR Committee Chair.
- 6.4.2. The alleged bully and alleged target will be advised of the investigation findings by the principal.
- 6.4.3. Following an investigation, the principal 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.
- 6.4.4. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.
- 6.4.5. Kootenay Christian Academy expects that individuals involved will keep written accounts of incidents to submit with any complaints.
- 6.4.6. Kootenay Christian Academy will keep a written record of investigations, including the findings.

## 6.5. False Accusations

- 1.1. To protect individuals from false accusations, frivolous or vindictive complaints will be dealt with severely. Discipline may mean losing one's job.

6.6. Retaliation

1.2. Any retaliation will be treated as bullying or harassment.

6.7. Cross-Reference: See [Bullying and Harassment Complaint Form](#).