

## **Bullying and Harassment Policy**

\_\_\_\_\_ Medical Clinic does not tolerate bullying or harassment. All personnel will be treated in a fair and respectful manner.

Bullying includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably out to have known would cause the worker to be humiliated or intimidated. Bullying does not include any reasonable action taken by a supervisor relating to the management and direction of the worker in the place of employment.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other unwelcome verbal or physical contact of a sexual nature, or any conduct that creates an offensive, hostile, or intimidating working environment or prevents an individual from effectively performing the duties of their position.

Staff must not engage in bullying or harassment of any type, and must report any bullying or harassment they observe.

More information: **WorkSafe BC bullying, and complaint submission forms**

### **3.12.3 Bullying and Harassment Procedures**

#### **How and when investigations will be conducted**

Most investigations at \_\_\_\_\_ will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Be sensitive to the interests of all parties involved, and maintain confidentiality.
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses.

- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

### **What will be included**

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 \_\_\_\_\_ will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### **Roles and responsibilities**

The Manager is responsible for ensuring workplace investigation procedures are followed. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the clinic founders.

### **Follow-up**

The alleged bully or harasser and alleged target will be advised of the investigation findings. Following an investigation, the Manager 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.

In appropriate circumstances, workers may be referred to a counselling program or be encouraged to seek medical advice.

I agree to, abide to and fully understand the Bullying and Harassment Policy of \_\_\_\_\_ Medical Clinic.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Manager Printed Name

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date Signed