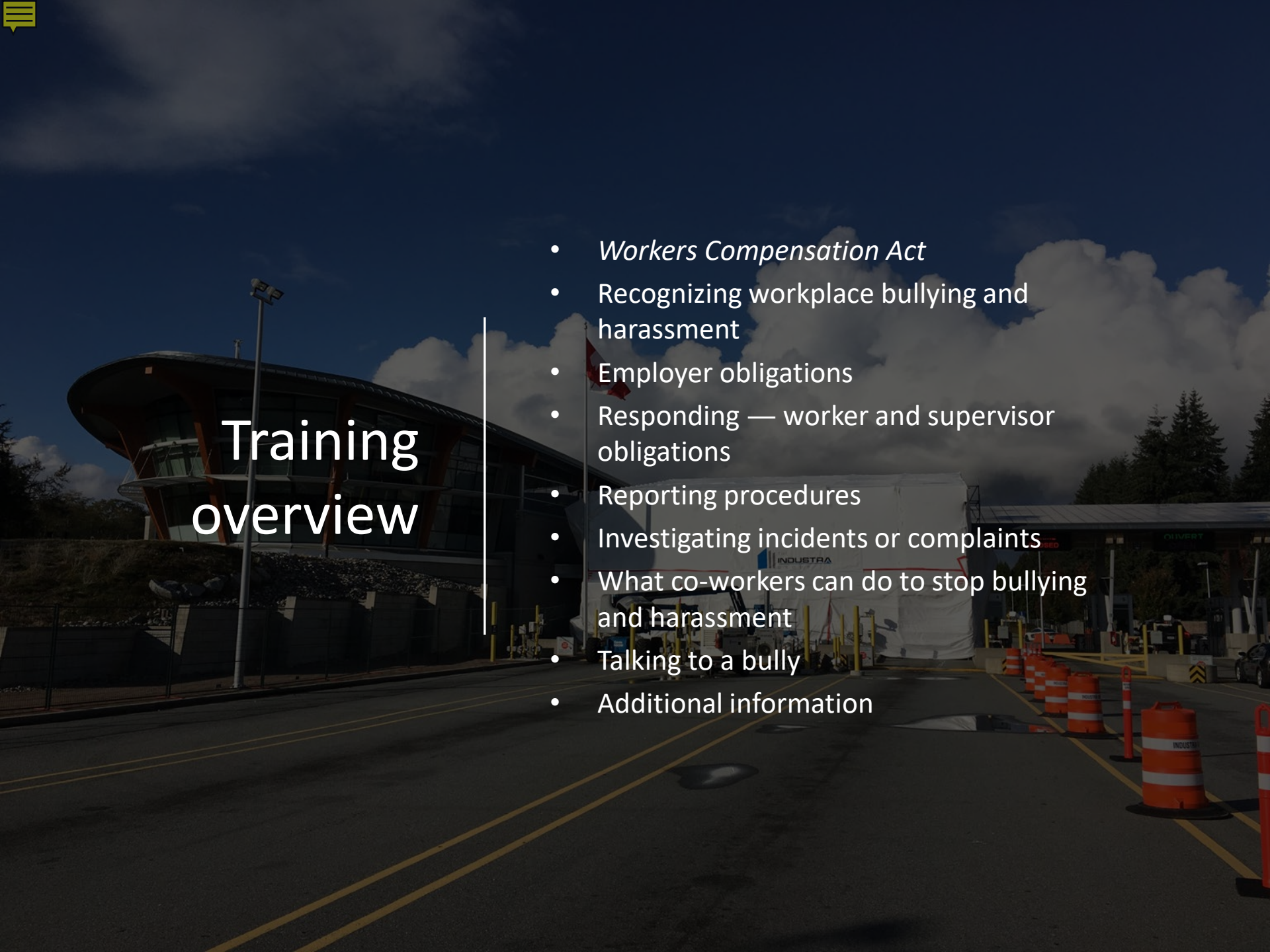


INDUSTRA

A photograph of an industrial facility, possibly a refinery or chemical plant, at night. The scene is illuminated by several bright, starburst-style lights. Large white cylindrical storage tanks and a complex network of pipes and metal walkways are visible against a dark blue sky. The overall atmosphere is industrial and somewhat somber.

Workplace Bullying and Harassment



Training overview

- *Workers Compensation Act*
- Recognizing workplace bullying and harassment
- Employer obligations
- Responding — worker and supervisor obligations
- Reporting procedures
- Investigating incidents or complaints
- What co-workers can do to stop bullying and harassment
- Talking to a bully
- Additional information




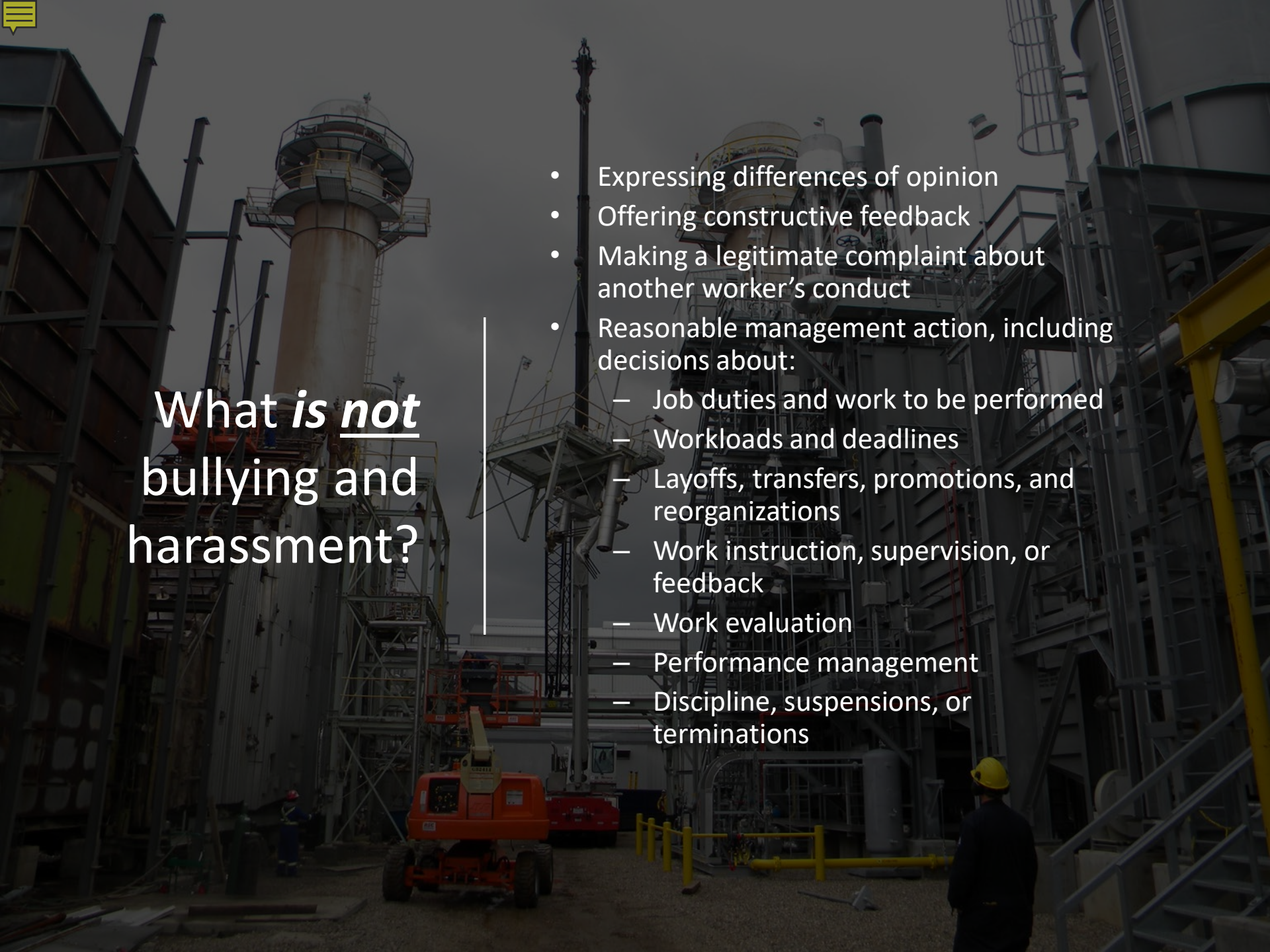
Workers Compensation Act

- Duties of employers, workers and supervisors:
 - Ensure or protect health and safety
 - Includes workplace bullying and harassment
- Occupational Health and Safety (OHS) policies on workplace bullying and harassment, effective November 1, 2013

The background image shows a construction site under a clear blue sky. A large yellow excavator with the brand name 'INDUSTRA' is prominent on the left. In the background, a yellow train with the number '7016' and the slogan 'BUILDING AMERICA' is visible. The ground is covered in snow or light-colored dirt. The text 'What is workplace bullying and harassment?' is overlaid in white, with a vertical line separating it from the list on the right.


What is workplace bullying and harassment?

- Behaviour that humiliates or intimidates
- Examples might include:
 - Verbal aggression or name-calling
 - Vandalizing personal belongings
 - Sabotaging work
 - Spreading malicious rumours
 - Humiliating initiation practices / hazing
 - Personal attacks
 - Aggressive / threatening gestures
 - Cyber-bullying
- Can come from co-workers, supervisors, employers, external sources



What *is not* bullying and harassment?

- Expressing differences of opinion
- Offering constructive feedback
- Making a legitimate complaint about another worker's conduct
- Reasonable management action, including decisions about:
 - Job duties and work to be performed
 - Workloads and deadlines
 - Layoffs, transfers, promotions, and reorganizations
 - Work instruction, supervision, or feedback
 - Work evaluation
 - Performance management
 - Discipline, suspensions, or terminations



Effects and potential indicators

- Workplace bullying and harassment might result in:
 - Health and safety issues
 - Distracting someone who is performing dangerous tasks
 - Physical and/or psychological injury
 - Lower productivity
 - Lower morale
 - Higher absenteeism
 - Staff turnover — targets of bullying and harassment and their co-workers



Employer obligations

- Draft a workplace policy statement
- Prevent or minimize bullying and harassment
- Develop reporting procedures
- Develop procedures for dealing with / investigating incidents or complaints
- Train workers and supervisors

A construction site featuring a yellow Komatsu excavator in the center. In the foreground, a river flows past a rocky bank where a worker in a blue uniform stands. To the right, another worker is visible on a structure. The background shows a parking lot with several pickup trucks and a small building. The scene is overlaid with a semi-transparent dark layer containing text.

Policy statement

Industra is committed to providing a safe, positive work environment where everyone is treated with respect and dignity. Industra will ensure that no worker is subjected to bullying, harassment or unwelcomed behaviors in the workplace. Every worker is entitled to a working environment that is free of bullying and harassment.

Industra OHS&E Program



OHS&E Program

2.2 Bullying and Harassment Policy

Industra is committed to providing a safe, positive work environment where everyone is treated with respect and dignity. Industra will ensure that no worker is subjected to harassment at this place of employment. Every worker is entitled to a working environment that is free of Bullying and Harassment.

Bullying and Harassment in the workplace is unacceptable, unlawful and will not be tolerated in any form.

1. "Bullying and Harassment" means any objectionable conduct, comment or display by a person that:
 - is made on the basis of race, creed religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin; or
 - adversely affects the workers psychological or physical well-being and that the person knows or ought to reasonably know would cause a worker to be humiliated; or
 - Constitutes a threat to the health or safety of the worker.
2. A worker who believes that he/she has been subject to harassment is encouraged to clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
3. Where circumstances prevent a worker from taking action or the action taken is unsuccessful, the worker will report the alleged harassment to their immediate supervisor.
4. Supervisors are responsible to promptly notify management of the alleged harassment complaint
5. Management will provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.
6. Following the conclusion of the investigation, management will inform the complainant and the alleged harasser of the results of the investigation.
7. Where the harassment has been substantiated, management will take prompt and appropriate corrective action to resolve the complaint. Where the harassment has not been substantiated, no action will be taken against a worker who made a complaint in good faith.
8. Industra will not disclose the identity of the worker or the circumstances of the complaint except where disclosure is necessary for the purposes of investigation or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.
9. Nothing in this policy prevents or discourages a worker from referring a complaint to the provincial human rights commission. A worker retains the right to exercise any other legal avenues available.

Related Documentation:

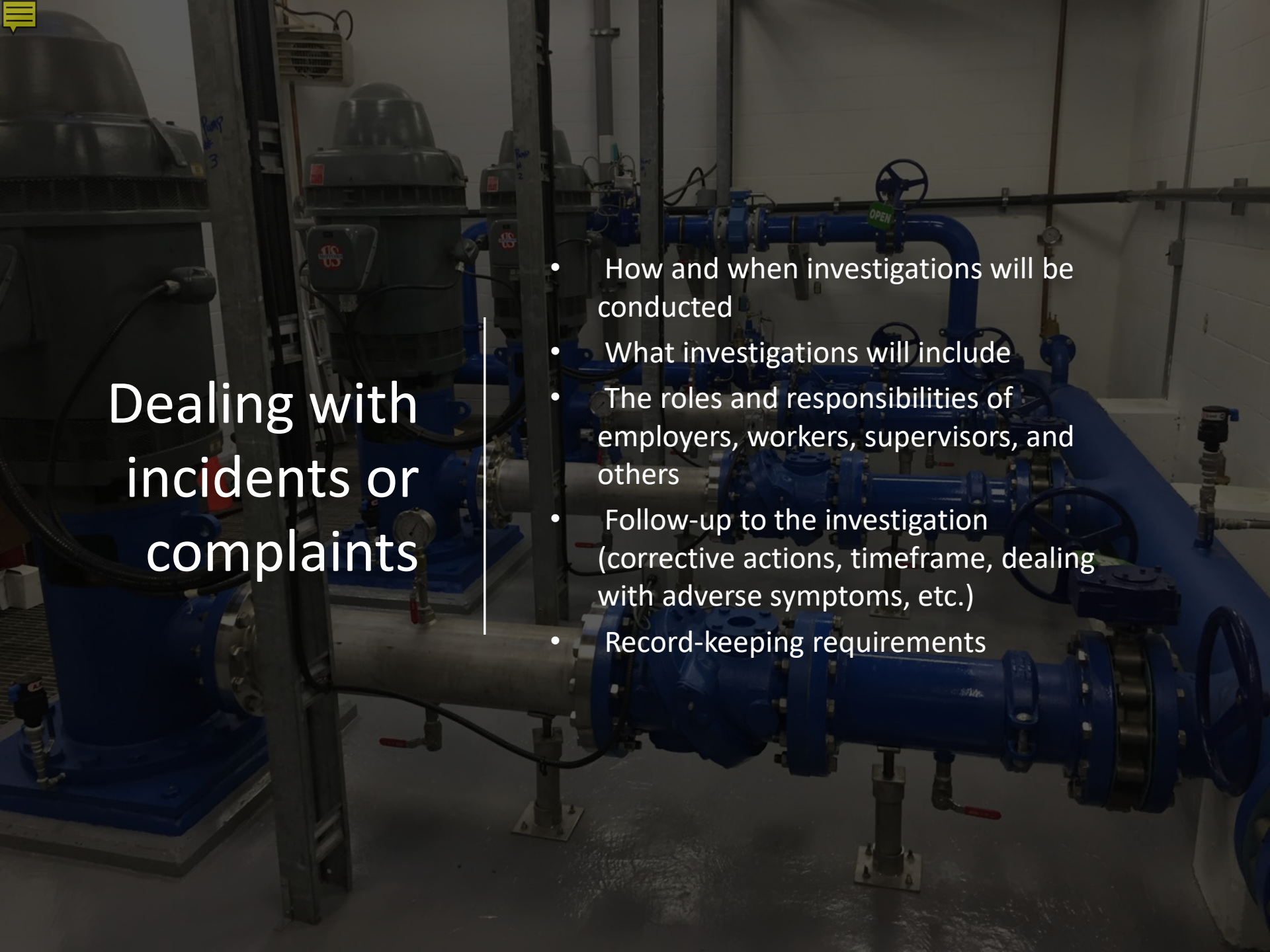
Supplemental Programs: [Workplace Bullying and Harassment Program](#) (page 480)

Name (please print) _____ Title _____ Signature _____ Date _____



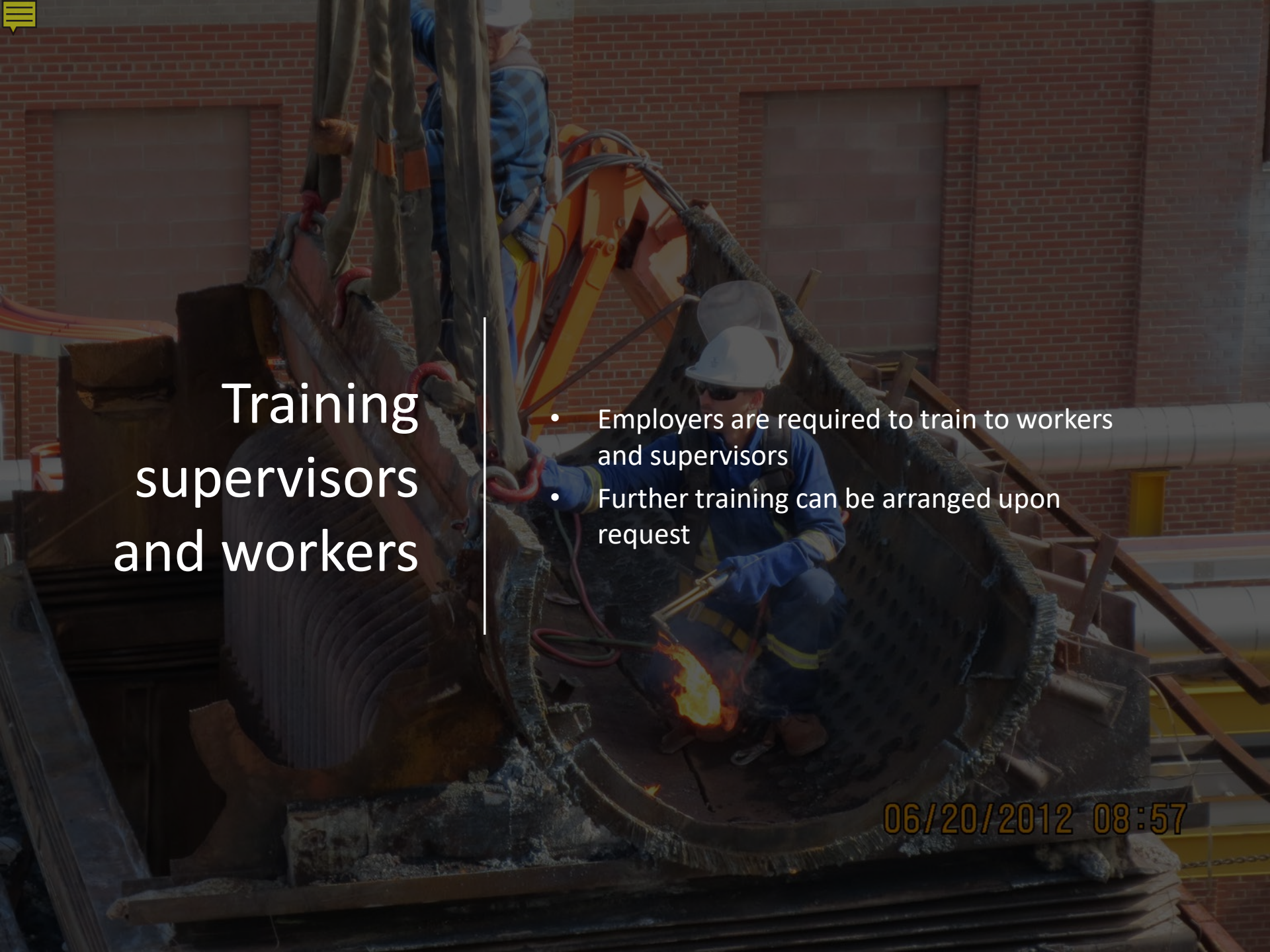
Reporting procedures

- Report to your direct supervisor
- If the employer or supervisor is the alleged bully, then report to the Director, OHS&E or other senior leadership personnel
- A worker may, at anytime, seek assistance or request guidance on any scenario without the fear of repercussion.
- All incidents or report of workplace bullying or harassment will be investigated by senior leadership upon receipt of a report

The background image shows a complex industrial water treatment system. It features several large blue cylindrical tanks or filters, interconnected by a network of blue pipes. Various valves with handwheels and pressure gauges are visible throughout the system. The equipment is mounted on a concrete floor, and the overall environment appears to be a utility or industrial facility.

Dealing with incidents or complaints

- How and when investigations will be conducted
- What investigations will include
- The roles and responsibilities of employers, workers, supervisors, and others
- Follow-up to the investigation (corrective actions, timeframe, dealing with adverse symptoms, etc.)
- Record-keeping requirements

The background image shows a construction or industrial site. A worker in a blue uniform and white hard hat is welding a large, dark metal structure. Sparks are visible from the welding process. Another worker is partially visible in the upper left. The scene is set against a brick building with large windows.

Training supervisors and workers

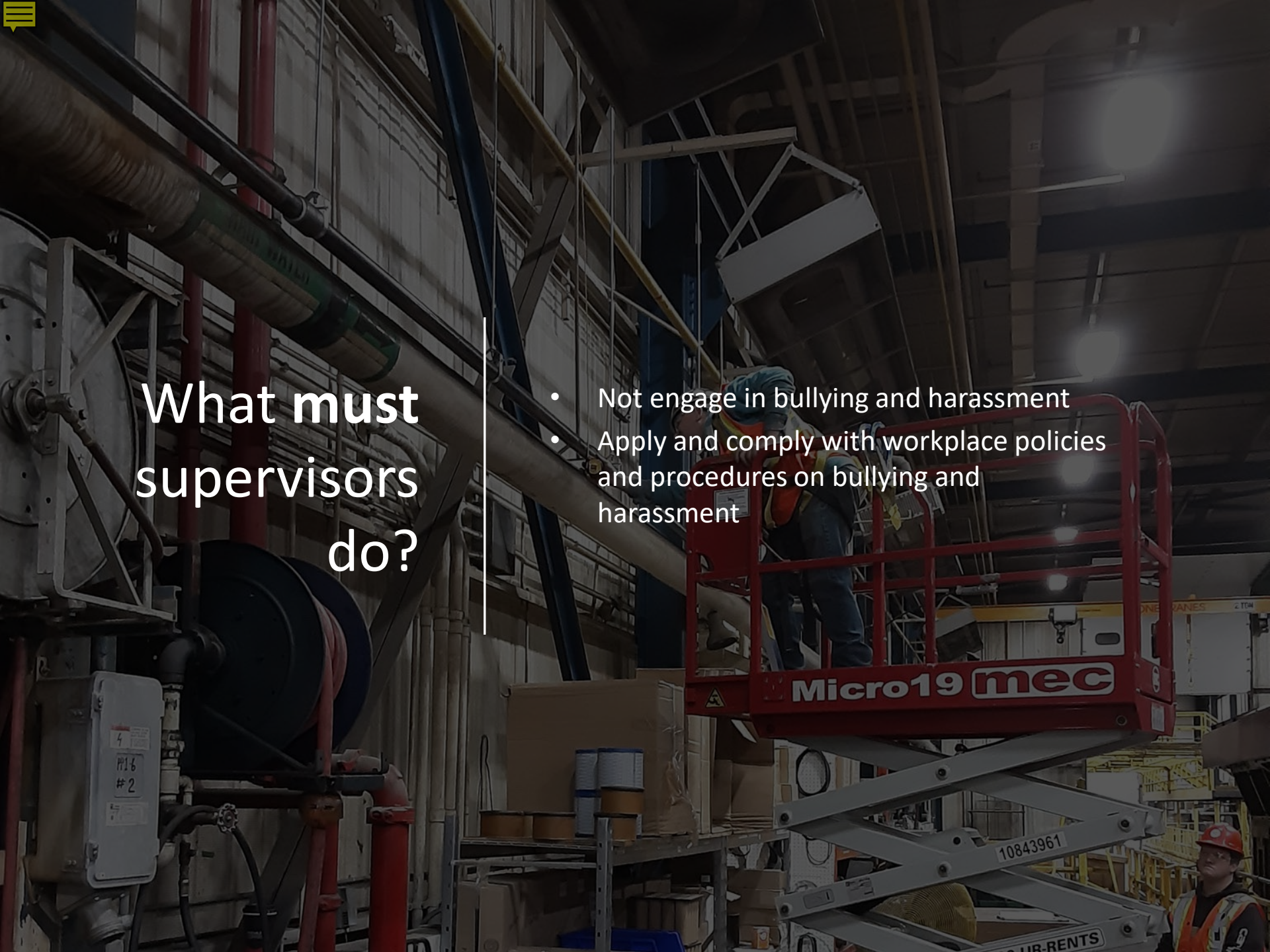
- Employers are required to train to workers and supervisors
- Further training can be arranged upon request

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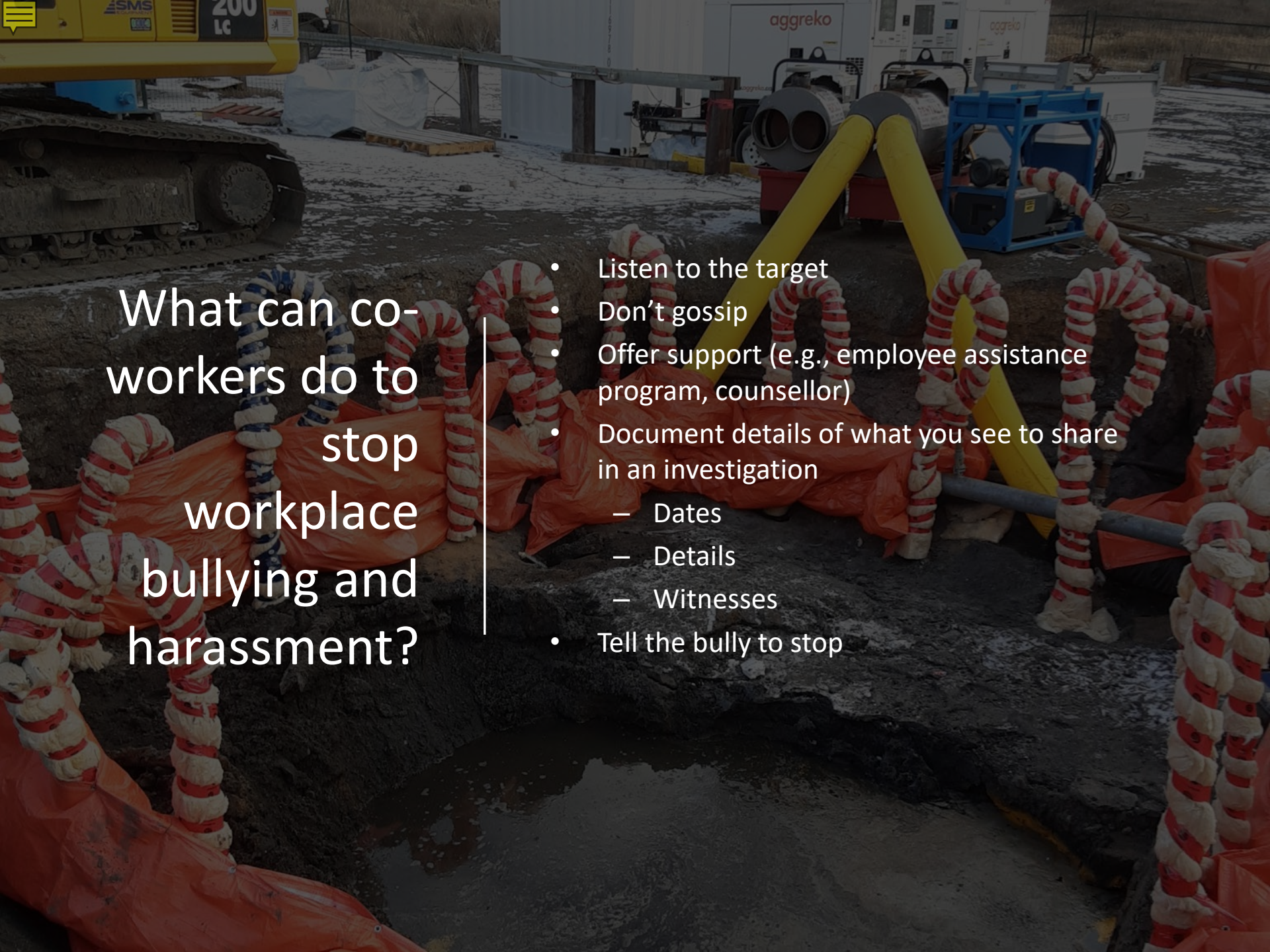
What **must** workers do?

- Report if they observe or experience bullying and harassment
- Not engage in workplace bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment

The background image shows a dimly lit industrial facility. On the right, a worker in a blue shirt and orange safety vest is on a red scissor lift, working on a high structure. The lift has 'Micro19 mec' and the number '10843961' printed on it. To the left, there are large pipes, a red vertical pipe, and a white electrical control box with labels '4', 'PH16', and '#2'. The overall scene is a complex industrial environment with various pipes, structural beams, and equipment.

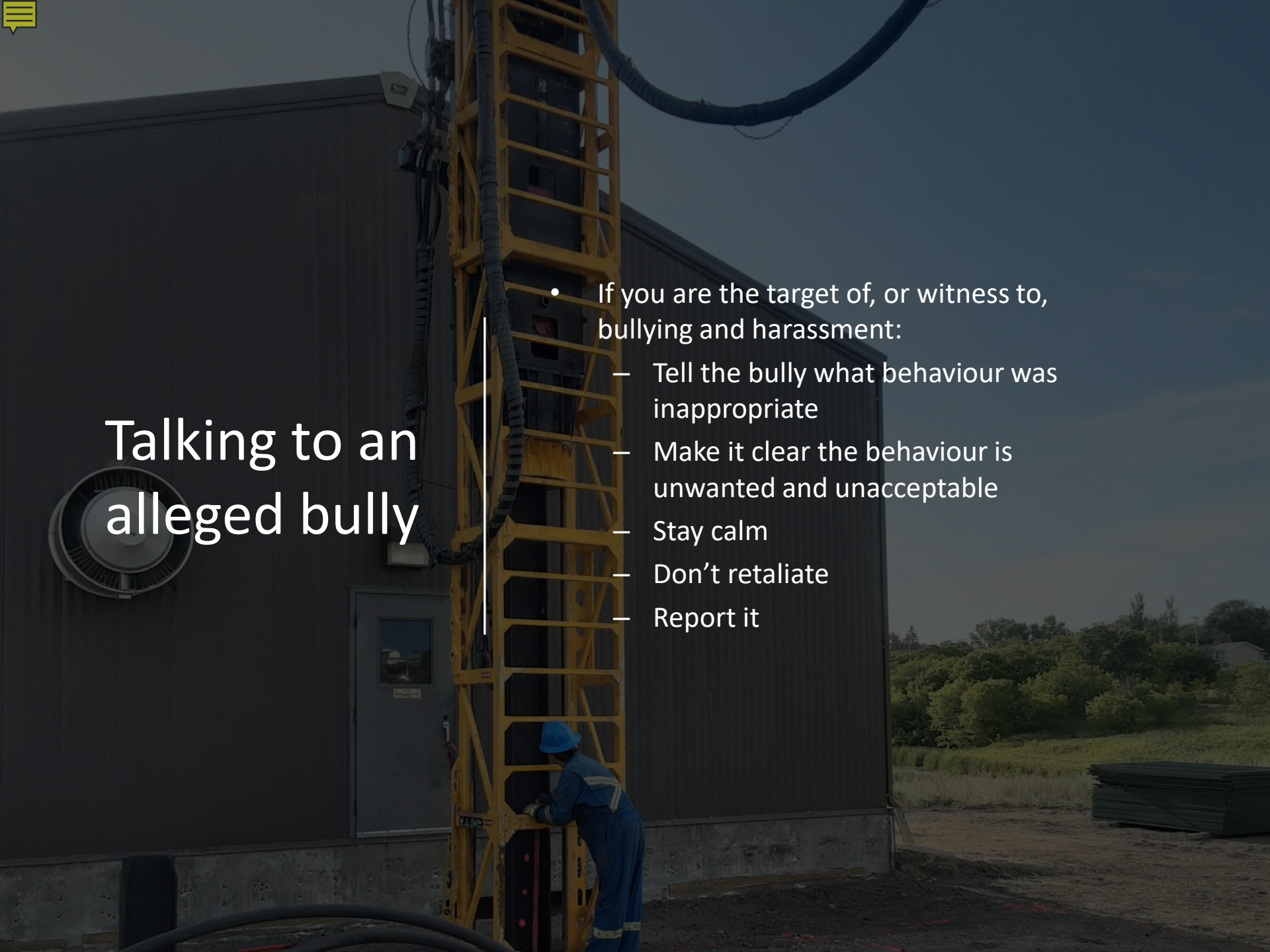

What **must** supervisors do?

- Not engage in bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment



What can co-workers do to stop workplace bullying and harassment?

- Listen to the target
- Don't gossip
- Offer support (e.g., employee assistance program, counsellor)
- Document details of what you see to share in an investigation
 - Dates
 - Details
 - Witnesses
- Tell the bully to stop



Talking to an alleged bully

- If you are the target of, or witness to, bullying and harassment:
 - Tell the bully what behaviour was inappropriate
 - Make it clear the behaviour is unwanted and unacceptable
 - Stay calm
 - Don't retaliate
 - Report it



For more
information

- Industra policies and procedures can be found online via SiteDocs, in the site offices, and in our OHS&E Program Manual
- For more information, contact our Director, OHS&E at 604-219-9330
- For more tips, resources and information, visit [WorkSafeBC.com/bullying](https://www.worksafebc.com/bullying)