

UBCP / ACTRA POLICY – BULLYING AND HARASSMENT

Statement:

UBCP/ACTRA is committed to providing a safe and healthy workplace for all individuals in the workplace. Bullying and harassment is not acceptable or tolerated in this workplace. All employees and visitors will be treated in a fair and respectful manner.

Application:

This policy applies to all UBCP / ACTRA employees and all visitors or outside callers to the UBCP / ACTRA offices. It applies to interpersonal and electronic communications, such as email or text messages.

Policy:

UBCP / ACTRA will not tolerate any bullying or harassing behaviour.
This includes:

Any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that employee to be humiliated or intimidated.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing, or initiation practices, vandalizing personal belongings and spreading malicious rumours.

It excludes:

Any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment

Every employee is responsible for creating and maintaining a harassment free workplace by:

- Not engaging in the bullying and harassment of other employees
- Reporting any bullying and harassment that is observed or experienced
- Applying and complying with UBCP policies and procedures on bullying and harassing.

Remedies:

If you believe that you are a victim of bullying or harassment or become aware of situations where such conduct may be occurring, please report these matters to management. A reporting form will be provided.

Consequences:

Employees whose conduct has been found to violate this policy may be subject to disciplinary action up to and including termination of employment with just cause. Unionized employees should refer to their collective agreement for applicable consequences.

UBCP/ACTRA Members who violate this policy may be disciplined in accordance with ACTRA Bylaw No 7.

Visitors or callers who violate this policy will be refused service, may be removed from the premises, and may be criminally charged.