

# Speak up against bullying and harassment

Play your part in creating a respectful  
and healthy workplace



**WORKSAFE BC**

# **SALT SPRING ISLAND FIRE RESCUE**

## **Workplace bullying and harassment policy statement**

### **1. Workplace conduct**

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### **2. Bullying and harassment**

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

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.

### **3. Workers must:**

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

### **4. Application**

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email and social media.

### **5. Annual review**

This policy statement will be reviewed every year. All workers will be provided with a copy.

<b>Date created</b> May , 2017	<b>Annual review date</b> May ,2018
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# **SALT SPRING ISLAND FIRE RESCUE**

## **Workplace bullying and harassment reporting procedures**

### **1. How to report**

Workers at Salt Spring Island Fire Protection District can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

### **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.

### **3. Reporting contact**

Report any incidents or complaints to the Duty Officer;

Employee Co Chair OH&S Committee;

Ken Akerman, Lieutenant, [kakerman@saltspringfire.com](mailto:kakerman@saltspringfire.com)

The Fire Chief;

Arjuna George, Fire Chief, [ageorge@saltspringfire.com](mailto:ageorge@saltspringfire.com)

Or

Jamie Holmes, Assistant Fire Chief, [jholmes@saltspringfire.com](mailto:jholmes@saltspringfire.com)

Dom Gaudet, Captain

Doug Ponsford, Captain,

Dale Lundy, Captain,

Peter Andress, Lieutenant,

Colby Sawchuk, Lieutenant,

Eric Taylor, Lieutenant,

Cody Hunsberger, Lieutenant, [chunsberger@saltspringfire.com](mailto:chunsberger@saltspringfire.com)

Mitchell Sherrin, Lieutenant, [msherrin@saltspringfire.com](mailto:msherrin@saltspringfire.com)

#### 4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact:

Mitch Forest, Chair of the Board of Trustees. [trusteeforest@saltspringfire.com](mailto:trusteeforest@saltspringfire.com)

Or alternately:

Worksafe BC, 1-888-621-7233

#### 5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

#### 6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

<b>Date created</b> May ,2017	<b>Annual review date</b> May ,2018
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# SALT SPRING ISLAND FIRE RESCUE

## Workplace Bullying and Harassment

### Complaint Form

Name and contact information of complainant
Name of alleged bully or bullies

#### Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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Signature	Date
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# **Salt Spring Island Fire Rescue**

## **Workplace bullying and harassment investigation procedures**

These are sample procedures for dealing with incidents and complaints of workplace bullying and harassment. Investigation procedures can vary significantly from one workplace to another and employers can provide additional information regarding their specific investigation process. Employers are not required to use this template as long as they have reasonable procedures in place that meet their legal duties. Additional resources and an explanation of legal duties can be found at [www.worksafefbc.com/bullying/](http://www.worksafefbc.com/bullying/).

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

Most investigations at Salt Spring Island Fire Protection District 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

### **2. 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 Salt Spring Island Fire Protection District 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.

### **3. Roles and responsibilities**

Salt Spring Island Fire Protection District 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.

Acting Fire Chief Arjuna George will conduct investigations and complete a written report.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Acting Fire Chief Arjuna George.

#### **4. Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by Acting Fire Chief Arjuna George.

Following an investigation, Acting Fire Chief Arjuna George 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 the employee assistance program or be encouraged to seek medical advice.

#### **5. Record-keeping requirements**

Salt Spring Island Fire Protection District expects that workers will keep written accounts of incidents to submit with any complaints. Salt Spring Island Fire Protection District will keep a written record of investigations, including the findings.

#### **6. Annual review**

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at Occupational Health and Safety Resource Centre in the lounge at Hall #1.

<b>Date created</b>	<b>Annual review date</b>
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# Salt Spring Island Fire Rescue

## Investigation Form

### Workplace Bullying and Harassment Report

<b>Name of complainant</b>	
<b>Name of respondent/alleged bully</b>	
<b>Date</b>	<b>Location</b>
<b>Name of investigator</b>	

<b>Person interviewed</b>	<b>Other people involved (e.g., alleged bully, witnesses)</b>	<b>Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)</b>

Based on the investigation, did workplace bullying and harassment occur?  
Yes  No

Reason(s) for this conclusion



# Salt Spring Island Fire Rescue

## Worker template: How to document incidents of workplace bullying and harassment

OHS Policy D3-116-1: **Workers must report if bullying and harassment is observed or experienced in the workplace.**

<b>Date, time, location</b>	<b>People involved</b> (include witnesses)	<b>Describe the situation</b> (words, tone, actions, etc.) <b>and the impact</b> (humiliated, intimidated, etc.)

# **Salt Spring Island Fire Rescue**

## **Further Information**

### **Further Information is available:**

- **Worksafe BC Website:** [www.worksafebc.com/bullying](http://www.worksafebc.com/bullying)
- **Worksafe BC Prevention Information Line:** **1-888-621-7233**
- **Employers' Advisers Office:** [www.labour.gov.bc.ca/eao/](http://www.labour.gov.bc.ca/eao/)
- **Workers' Advisers Office:** [www.labour.gov.bc.ca/wab/](http://www.labour.gov.bc.ca/wab/)
- **Target Solutions Online Training:** [www.saltspringfire.com](http://www.saltspringfire.com)

**Anger, Violence and Conflict in the Workplace**

**Sexual Harassment (Canada)**

**Sexual Harassment Awareness for Supervisors**

**Workplace Stress (Canada)**

**Workplace Violence (Canada)**

# **Salt Spring Island Fire Rescue**

## **Workplace Bully and Harassment Program**

**I, \_\_\_\_\_ have fully read and understand the Salt Spring Island Fire Protection Districts Policy on Bullying and Harassment and the Salt Spring Island Fire Rescue reporting procedures.**

**I pledge to treat all employees of Salt Spring Island Fire Rescue in a respectful manner and will not tolerate bullying and harassment towards myself or others.**

**Name:**

**Date:**

