 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-03	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Harassment-free Workplace Policy</b>	<b>April 7, 2017</b>
	<b>Responsible</b>	<b>Scheduled Review</b>
	General Manager	March 2018

## Purpose

The Capilano Students' Union (CSU) is committed to providing a workplace that is free of bullying and harassment. To achieve this, the CSU will educate workers on behaviours that constitute bullying and harassment, and ensure that workers are aware of the CSU's policy on maintaining a harassment-free workplace, and hold violators of this policy accountable.

## Scope

This policy applies to all managers, workers, supervisors, directors, and volunteers.

## Principles

The Capilano Students' Union shall be guided by the following principles in the development, implementation, and maintenance of a program to eliminate bullying and harassment:

1. **No tolerance.** Bullying and harassment are unacceptable, and are not tolerated by the CSU. All workers, including managers and supervisors, have the right to a place of work that is free of bullying and harassment<sup>1</sup> – and they have a right to be treated professionally and courteously by fellow coworkers, board members, and volunteers.
2. **Definition.** Bullying and harassment include any inappropriate conduct or comment by a person<sup>2</sup> towards an employee that the person knew, or reasonably ought to have known,<sup>3</sup> would cause that worker to be humiliated or intimidated. (Examples that might constitute bullying or harassment include verbal aggression, insults, derogatory names or slurs, vandalizing someone's personal property, and spreading malicious rumours.)<sup>4</sup>
3. **Reasonable management.** Bullying and harassment do not include any reasonable action taken by the employer, managers, or supervisors related to the management and direction of employees. (Examples of reasonable direction could include decisions related to job duties, workloads, due dates, transfers, reorganizations, instructions or feedback, evaluations, performance assessments, or disciplinary decisions or actions.)<sup>5</sup>


<sup>1</sup> Section 115(1)(a), *Workers Compensation Act*.

<sup>2</sup> "Person" includes any individual, such as members of the board, executive, committees, or collectives.

<sup>3</sup> A "reasonable person" is "a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..." (*Black's Law Dictionary*, 9th ed., cited by WorkSafeBC.)

<sup>4</sup> Policy D3-115-2 "RE: Employer Duties - Workplace Bullying and Harassment," WorkSafeBC.

<sup>5</sup> Section 115(1)(b), *Workers Compensation Act*.

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4. **Responsibility.** All workers, including managers and supervisors, must:
  - a. not engage in the bullying and harassment of other workers;
  - b. report bullying and harassment, if observed or experienced; and
  - c. apply and comply with policies and procedures on bullying and harassment.
  
5. **Accountability.** Employees found to be in violation of this policy may be subject to disciplinary action, up to and including dismissal from the CSU, in accordance with the terms and conditions of the collective agreement, if applicable.

## Delegation

The board delegates the administration of this policy, and the authority to create a bullying and harassment prevention program and procedures, to the general manager.

## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

## Related Laws, Policies, and Procedures

- [Workers Compensation Act](#) (WorkSafeBC)
- [Occupational Health and Safety Regulation](#) (WorkSafeBC)
- [Harassment-free Workplace Procedures](#) (Capilano Students' Union)

## Endorsement

[original signed]  
 Christopher Girodat  
 General Manager

[original signed]  
 Amina El mantari  
 VP Internal Development