

Courtenay and District Fish & Game Protective Association Workplace Bullying and Harassment Policy

- 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. Sexual harassment**
 - (a) includes any vexatious comment or conduct by a person towards a worker because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
 - (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the work and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

- 4. 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

- 5. 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.

- 6. Availability:** The CDFGPA will ensure that all employees will receive a copy of this policy, is easily accessible by all members of the organization, that all employees can contribute and provide feedback to the policy, and that all employees are notified of all changes to this policy.

The Courtenay and District Fish & Game Protective Association reserves the right to amend this policy at any time and acknowledges that workplace policies are a work in progress.

Date _____

**AGREEMENT – COURTENAY AND DISTRICT FISH & GAME PROTECTIVE
ASSOCIATION'S
WORKPLACE BULLYING AND HARASSMENT POLICY**

We are pleased to welcome you to the CDFGPA team.

This is an opportunity to provide you a copy of the Workplace Bullying and Harassment Policy. The objective is to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Workplace Bullying and Harassment Policy. This document is intended as an easy reference tool for any concerns. Should any of your questions remain unanswered, please contact the designated Human Resources Director

_____ at Tel# _____.

All the CDFGPA's policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We, CDFGPA, are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE WORKPLACE BULLYING AND HARASSMENT POLICY

I, _____, attest that I have read the Workplace Bullying and
Employee Name (print) Harassment Policy

I acknowledge having received all the relevant information that I need to have a good understanding of the content and scope of this policy.

Employee – Signature _____ Date _____

Employer – Print Name _____

Employer – Signature _____ Date _____

(The original copy is given to the employee and the employer retains a photocopy for their files)