#### 7.1.2.9 **Workplace and Training Environment Bulling and Harassment**

Bullying & Harassment includes any unwelcome, inappropriate behaviour, vexatious conduct or communication (including on-line communications) directed at an individual that is known or ought reasonably to be known as unwelcome that negatively affect a person’s dignity or psychological or physical integrity.

It excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees in the place of employment.

Example of workplace bullying and harassment include:

* Offensive or degrading language or comments (e.g. negative stereotypes, communicating racial slurs in any form);
* Spreading malicious rumours, gossips, or innuendo that is misleading or not true.
* Practical jokes and ridicule (e.g. ethnic jokes, mockery);
* Written or graphic material or displays that suggest hostility toward a particular individual or group (e.g. drawings, emails);
* Vexatious behavior in the form of repeated conduct, verbal comments, actions or gestures which are hostile or unwanted.
* Tampering with a person’s personal belongings or work equipment.

**Sexual Harassment**

Another type of prohibited behaviour is sexual harassment. Sexual harassment is any unwelcome conduct, comment or display of a sexual nature that has a negative effect on where someone works, lives, or receives services.

**Sexual harassment** includes any conduct that a reasonable person would or should know is unwanted.

**Workplace and Training Violence**

In order to ensure we provide our athletes, coaches and employees with a safe working and training environment, we will not tolerate any acts of violence and will take all reasonable measures to prevent violence and protect athletes, coaches and employees from acts of violence.

**Athletes, Coaches and Employees must:**

1. not engage in the bullying and harassment of other athletes, coaches and workers
2. report if bullying and harassment is observed or experienced
3. apply and comply with the policies and procedures on bullying and harassment

**Application**

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

**Reporting Procedures**

1. How athletes, coaches and employees at BCRSGF 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 must be reported as soon as possible after experiencing or witnessing an incident. This allows for prompt incident investigation and action.
3. Reporting contact: Report any incidents or complaints to Adrienne Arnold, President: adriennearnold@shaw.ca or 604-788-2752.
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 any of the BCRSGF Board members whose contact information can be found at <http://www.rhythmicsbc.com/about.html> .
5. What to include in a report can be found in the below Violation of Respectful Workplace Policy Complaint Form.

**Violation of Respectful Workplace Policy**

**Complaint Form**

**Personal statement**

Please describe in as much detail as possible the 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.

Signature: Date:

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