

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resources
Policy/Procedure**

Anti-Bullying Policy - Ontario

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: January 19, 2017 (O)

DISTRIBUTION: Employees, Learners, and Volunteers

Policy:

Atikokan Literacy Incorporated employees, learners, and volunteers have the right to work free from harm and bullying in any form.

Definitions

Workplace harassment can be defined as any form of offensive/abusive treatment or behaviour that creates an intimidating, hostile, or abusive work environment.

Bullying

Bullying is an act of repeated, health-harming mistreatment, verbal abuse, or conduct, which is threatening, humiliating, intimidating, or sabotage that interferes with work or some combination of the three in order to intentionally hurt another person, physically or mentally (Besag, 1989).

Harassment

- Behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender expression, gender identity and/or any other Human Rights protected grounds.
- Any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means.
- Any threats of physical violence that endangers the health and safety of the employee.

Procedures:

Harassment / Bullying Prohibited

Atikokan Literacy Incorporated will not tolerate harassment or bullying in the workplace. Any Employees, Learners, and Volunteers that experiences harassment or bullying must report the activity to the Executive Director. In the event that the complaint is against the Executive Director, the activity must be reported to the Board Chair/Designate. All complaints shall be taken seriously, and investigated appropriately. Employees, Learners, and Volunteers who submit a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.

Atikokan Literacy Incorporated shall apply appropriate disciplinary actions for any and all incidents of harassment or bullying.

Each employee, learner, and volunteer has a shared duty to ensure a workplace free from harassment and bullying.

Roles and Responsibilities

Executive Director/Designate

- Promote a respectful and safe working environment;
- Ensure employee adherence to the Anti-Bullying Policy;
- Investigate complaints of bullying and/or harassment promptly;
- Maintain a confidential file for complaints of harassment or bullying, investigations completed and actions taken;
- Report the incident to police where appropriate;
- Apply appropriate disciplinary action where appropriate.

Employees

- Treat others with respect, and contribute to a respectful and safe work environment;
- Report all acts of bullying to the Executive Director or Board Chair/Designate.

Disciplinary Actions

If the findings of the investigation indicate that a violation of the anti-bullying / harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense (an oral or written warning, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate).

Appeal Process

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the Board Chair/Designate who will ensure that the appeal is processed.