

# PREVENTING BULLYING AND HARASSMENT IN THE WORKPLACE

**Everyone deserves a workplace where they feel respected, supported and productive. Harassment has no place in a healthy environment, and each of us plays an important part in preventing it.**

**A safe, respectful and harassment-free workplace strengthens both mental and physical well-being, reduces stress and empowers people to do their best work.**

**February 25th is Pink Shirt Day, a national anti-bullying initiative aimed at raising awareness and promoting respect.**

## **TIPS FOR PREVENTING BULLYING AND HARASSMENT:**

- WHAT IS IT?**
- KNOW YOUR ROLE**
- HOW TO REPORT**



**BC Forest Safety**

Safety is good business

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## BULLYING AND HARASSMENT

A worker is considered to be bullied or harassed when someone behaves in a way that they know - or reasonably should know - would humiliate or intimidate that worker.

Examples of behaviours or comments that may constitute bullying or harassment include:

- Verbal aggression or insults
- Harmful hazing or initiation practices
- Spreading malicious rumours
- Using derogatory names
- Damaging someone's personal belongings

Reasonable actions taken by an employer or supervisor to manage and direct employees are not considered bullying or harassment (see OHS policy P2-21-2 for details).

## RESPONSIBILITIES

### LEADERS / MANAGERS / SUPERVISORS

- Do not engage in bullying or harassment
- Follow and enforce the organization's bullying and harassment policies and procedures

### WORKERS

- Do not engage in bullying or harassment
- Report any bullying or harassment you witness or experience
- Follow your employer's bullying and harassment policies and procedures

## HOW TO REPORT WORKPLACE BULLYING AND HARASSMENT

If you witness or experience bullying or harassment at work, you are required to report it to your employer.

- If your employer does not take reasonable steps to address the situation, you can contact the WorkSafeBC Prevention Information Line 24/7 at 1.888.621.7233 (SAFE) to speak with a prevention officer.
- If the issue remains unresolved after reporting it to your employer and speaking with a prevention officer, you can submit a Bullying and Harassment Questionnaire online to start a formal inquiry.

### REMEMBER:

**Creating a safe, respectful workplace is everyone's responsibility.**



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