

Policies and Procedures Respecting Bullying in the Workplace: The Deadline for BC Employers is Fast Approaching

As of November 1, 2013, employers in British Columbia will be required to meet WorkSafeBC's policies on workplace bullying and harassment. In order to be compliant employers will have to meet the following 9 requirements:

1. Develop a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated.
2. Take steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.
3. Develop and implement procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser.
4. Develop and implement procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
 - a. how and when investigations will be conducted;
 - b. what will be included in the investigation;
 - c. roles and responsibilities of employers, supervisors, workers and others;
 - d. follow-up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms, etc.); and
 - e. record keeping requirements.
5. Inform workers of the policy statement in (1) and the steps taken in (2).
6. Train supervisors and workers on workplace bullying and harassment.
7. Annually review requirements (1) through (4).
8. Do not engage in bullying and harassment of workers and supervisors.

9. Apply and comply with policies and procedures on bullying and harassment.

We have several tools to assist our clients become compliant with these 9 requirements, including a Toolkit and sample policies, which can be requested via email at clientcare@e2rsolutions.com. If you operate in BC and currently do not have policies and procedures in place to deal with workplace bullying and harassment, please contact e2r Solutions® for additional assistance.

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