



## The Board of Education of School District No. 83 (North Okanagan-Shuswap)

PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832-2157

### Workplace Bullying and Harassment Reporting Form

If you are being bullied or harassed at work, you will need to take appropriate steps to report it, which is an obligation of allworkers who are the targets of workplace bullying and harassment. The table below must be completed if staff at School District No 83 experience, or observe, a workplace bullying and harassment incident. When reporting bullying and harassment incidents or complaints, staff must follow the [HR Guideline 1.18](#) reporting procedures. Once this report is completed and signed off by the supervisor, it is to be sent directly to the Human Resources Department. If the supervisor is involved in the incident, forward the form directly to the Human Resources Department.

Your name:	
Name of staff member(s) allegedly bullying and/or harassing you:	
Location(s) of incident(s):	
Date of incidents(s):	
Date of reporting:	

<b>Other people involved (witnesses):</b>	
<i>Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.) Feel free to attach additional pages to this form if you require more space</i>	

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HR Guideline 1.18: Workers must report if bullying and harassment is observed or experienced in the workplace. COMPLETED FORM (both pages) is to be forwarded to the Assistant Superintendent.**

# Worker Checklist

## Workplace bullying and harassment

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### Actions to take if I believe I am being bullied and harassed

If you are being bullied or harassed at work, you will need to take appropriate steps to report it, which is an obligation of all workers who are the targets of workplace bullying and harassment. See below for a suggested course of action workers can follow.

<b>Document and keep a written record of the incident(s). Consider the context and surrounding circumstances of each situation.</b>		
	Yes	No
1. I have read my <a href="#">workplace policy statement</a> and <a href="#">procedures on bullying and harassment</a> . I understand how to make a complaint and what to expect in the investigation process.		
2. I have read <a href="#">Occupational Health and Safety policy D3-116-1 Worker Duties – Workplace Bullying and Harassment</a> .		
3. I am comfortable discussing the situation with the individual(s) involved.		
4. Can I/we resolve the issue or concern?		
5. If the answer was no to questions 3 or 4, then report the situation to the person designated in the employer's reporting procedures (e.g., the supervisor, Human Resources representative, union representative, or other person). Include a written description and a timeline of events.  Documentation provided to: _____ Date of expected follow-up response: _____		
6. If my employer is the person bullying and harassing me, my reporting options are identified in the employer's reporting procedures.		
7. If the answer was no to question 6, then I may contact the WorkSafeBC prevention information line to report bullying and harassment by my employer (1-888-621-7233).		
8. Key people who will support me (including people outside of the workplace):     		

**Once this completed form has been received by Human Resources, an acknowledgement letter will be emailed to you with instructions on the next steps.**