



## **WORKPLACE BULLYING AND HARASSMENT POLICY**

### **1. Policy Statement**

IHE School promotes a healthy work environment that is characterized by professionalism and cooperation and will not tolerate discriminatory or personal harassment in any workplace interaction, including those that are verbal, visual, or physical in nature.

### **2. Workplace Policy**

IHE School promotes a healthy work environment that is characterized by professionalism and cooperation and will not tolerate discriminatory or personal harassment in any workplace interactions that include verbal, visual or physical in nature.

### **3. Bullying and harassment**

This Bullying and Harassment Policy includes instructions on how to confront harassment, both through informal steps and a formal grievance procedure. This Bullying and Harassment Policy sets out Interior Heavy Equipment Operator School's commitment to protect its employees from bullying and harassment and provides a list of the types of behaviour that it will not accept.

Bullying and harassment:

- Includes any inappropriate conduct or comment by a persona towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- Excluded any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

This Harassment and Bullying Policy was implemented November 8<sup>th</sup>, 2013, and is reviewed annually by IHE Management.

Examples of harassment or discriminatory activities may include:

- Displays or sharing of offensive, derogatory or sexually explicit pictures, cartoons, drawings, symbols and other material,
- Unwanted and unnecessary touching, hugging, patting, pinching, or other suggestive physical contact,
- Offensive or derogatory remarks regarding sex, race, ethnic background, disability or physical limitations,



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- Racist language, slurs, comments, remarks, or jokes,
- Threats or abuse based on colour, language or ethnic background.
- Verbal aggression or insults
- Calling someone derogatory names
- Harmful hazing or initiation practices
- Vandalizing personal belongings
- Spreading malicious rumors

Personal harassment does not include every workplace interaction or conflict that an employee may find unpleasant. The harassment process should not be used to vent feelings or dissatisfaction with a colleague, or hearsay on activities the employee was not directly involved in.

#### **4. Workers must:**

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

#### **5. Application**

This policy pertains to all permanent and temporary employees, the Management of IHE School, as well as anyone who conducts business at any IHE training site or office. This policy applies to all activities that pertain to work, including work outside of regular business hours and work that takes the employee away from their regular workplace location. This may include:

- Activities on any IHE School Training site or office location,
- Work assignments taking place off-site (outside of IHE School premises),
- Work-related trade shows, career fairs, conferences, workshops, and/or events,
- Work-related travel,
- Work-related social functions.

This policy applies to interpersonal and electronic communications.

#### **6. Annual review**

This policy statement will be reviewed every year. All workers will be provided with a copy.

**Date Policy was Created**  
November 8, 2013

**Annual Review Date**  
September \_\_, 2024