



Policies and Procedures ~ Human Resources

Name: Workplace Bullying & Harassment	Approved: July 18, 2016
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1.0 Preamble

Workplace bullying and harassment is an issue of growing concern. It can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and, occasionally, suicidal thoughts or actions.

Bullying and harassment is not acceptable or tolerated at Flicka Gymnastics. All workers will be treated in a fair and respectful manner.

2.1 Bullying and harassment

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

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3.1 Workers must:

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

4.0 Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It also applies to parents, volunteers, athletes and members of Flicka Gymnastics. It applies to interpersonal and electronic communications, such as email.

5.1 Reporting Procedures

1. How to report

Workers at Flicka Gymnastics can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form (page 3). When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints must be reported as soon as possible after experiencing or witnessing an incident. This allows for prompt incident investigation and action.



3. Reporting contact

Report any incidents or complaints to HR Administrator at pamela@flickagymclub.com or 604-985-7918.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Executive Director. If there is not an Executive Director in place then contact the club President, Flicka Gymnastics Club at board@flickaygymclub.com

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings can also be submitted.



6.0 Reporting Form – Workplace bullying and harassment

Workers must report if bullying and harassment is observed or experienced in the workplace.

Date, time, location	People involved (include witnesses)	Describe the situation (words, tone, actions, etc.) and the impact (humiliated, intimidated, etc.)

7.1 Investigation Procedures

1. How and when investigations will be conducted

Most investigations at Flicka Gymnastics will be conducted internally. In complex or sensitive situations, an external investigator may be engaged.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Flicka Gymnastics will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs or physical evidence like vandalized objects.

3. Roles and responsibilities

The Accountant/HR Admin is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

For internal investigations, the Accountant/HR Admin will conduct investigations and provide a written report to the Flicka Gymnastics President.

If external investigators are engaged, they will conduct investigations and provide a written report with conclusions to Accountant/HR Admin.

For investigations which involve the Accountant/HR Admin, the President is responsible for ensuring investigation procedures are followed.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by the Accountant/HR Admin.

Following an investigation, the Accountant/HR Admin will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to third-party assistance or be encouraged to seek medical advice.



5. Record-keeping requirements

Flicka Gymnastics expects that workers will keep written accounts of incidents to submit with any complaints. Flicka Gymnastics will keep a written record of investigations, including the findings.

8.0 Investigation Form

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?

Yes No

Reason(s) for this conclusion



WORKPLACE BULLYING & HARASSMENT CONTACTS

HR Administrator – Pamela Dudas

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604-985-7918

Executive Director – Keith Ryan

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