



SD 10 (Arrow Lakes) Workplace Bullying and Harassment Reporting Procedures and Complaint Form

1. How to report

Workers in SD 10 (Arrow Lakes) 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.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints directly to your principal and/or supervisor.

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:

- SD10's Director of Learning or alternatively the Superintendent at (250) 265-3638 ext.3301

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. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

7. References / Support Documents

Please review Policy 532 – Respectful Workplace Policy

Date created October 15, 2013	Annual review date March, 2018
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World Class Learning in a Rural Environment

SD 10 (Arrow Lakes) Workplace Bullying and Harassment Complaint Form

Complainant (name and contact):

Name(s) of alleged bully/bullies:

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s), behaviour and/or words used
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Statement/Presentation of Information (please reference any applicable attachments):

Signature:

Date: