

Title	Bullying, Harassment, and Discrimination		
Classification	Administrative	Oversight & Responsibility	Office of the VP & CFO; Human Resources
Category	Human Resources & Employment	Effective Date	2018 May 01
Approval	Executive	Policy No	1075

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Policy Statement

Royal Roads University (RRU) is committed to providing a work environment free of bullying and harassment and discrimination; such behaviors will not be accepted or tolerated. All employees will be treated in a fair and respectful manner.

Definitions

Bullying and harassment - Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but 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 rumors.

Discrimination - Occurs if a distinction, exclusion or preference is made based on one or more of the following prohibited grounds that imposes disadvantages in the workplace that are not imposed on others: Race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, gender identity, political belief or criminal or summary conviction unrelated to an individual's employment or intended employment.

Resolution/Complaint Procedures

1. 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.

2. How to report

Informal:

- Any employee who believes that he/she has been subjected to bullying and harassment and/or discrimination is encouraged, where appropriate, to discuss his/her concerns with the other party as soon as possible and ask that person to stop the offensive behavior.
- Where such a discussion is inappropriate, or where it is unsuccessful, any person that feels he/she has been subjected to bullying and harassment and/or discrimination should immediately contact, where appropriate, his/her supervisor to allow the incident to be investigated and addressed promptly.

- If the complaint involves someone in the employee’s direct line of supervision, the employee is encouraged to go directly to the next level of authority.

Formal:

- Where complaints are unable to be resolved informally, any Royal Roads University employee can report incidents or complaints of workplace bullying and harassment and/or discrimination verbally or in writing to their Human Resources Advisor. When submitting a written complaint, please use the Bullying and Harassment and Discrimination Complaint Reporting form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.
- All complaints will be promptly investigated in a confidential and objective manner. The Human Resources Department is available for consultation if the manager or employee requires assistance during the course of the investigation. All formal investigations will be coordinated through Human Resources. This may include: providing guidance to the supervisor investigating the complaint, facilitating investigation sessions, leading the investigation in the event there is no resolution, proceeding to consensual mediation, and/or obtaining the services of an external investigator.
- If RRU determines that a violation of this policy has occurred, it will take prompt and appropriate corrective action based on all of the circumstances involved against the offending employee, up to and including termination. RRU will also take appropriate corrective action, as feasible, against non-employees engaging in bullying and harassment and/or discrimination toward RRU employees. In addition, prompt and appropriate corrective action will be taken against those submitting false or malicious claims.
- All management and staff are accountable for the effective resolution of all incidents reported to them under this policy.

3. 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 behavior 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.

This policy statement will be reviewed annually. All employees will be notified of any changes.

Related Documents and Information

Related RRU policies

- [Safe Disclosure](#)

Related RRU procedures

- [Bullying, Harassment, and Discrimination Investigation](#)

Related Other Sources

- [Bullying, Harassment, and Discrimination Reporting form](#) (requires sign-in)

Review and Revision History

Date	Action
2013-Nov-01	Approved by Executive
2018-May-01	Revised; current published version
2021-Oct-20	Transfer to new template – no content change
Next Review	
2019-May-01	For review