

Title	Respectful Workplace and Bullying & Harassment Prevention		
Classification	Administrative	Oversight Responsibility	Office of the President
Category	Human Resources & Employment	Responsible Office	People and Culture
Approval	Executive Committee	Effective Date	March 24, 2026
		Document No.	1075

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

The most up-to-date versions of the university's policies are posted on the policy and procedure website. If you've printed this policy, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Royal Roads University (RRU) is committed to providing a respectful, fair, safe, and productive workplace. All employees are entitled to work in an environment free from bullying, harassment, violence, and discrimination.

RRU's commitment includes:

- a) ensuring that all employees are treated with dignity and respect, free from bullying and harassment;
- b) aligning the Respectful Workplace and Bullying & Harassment Prevention Policy and procedures with the University's commitment to equity, diversity, and inclusion;
- c) supporting employees in managing workplace differences constructively; and
- d) providing a workplace that respects and promotes human rights and personal dignity.

The University will take reasonable steps to ensure that employees are aware of their rights and responsibilities under this policy. All incidents and complaints will be addressed promptly, confidentially, fairly, and respectfully. Where a breach of this policy is substantiated, corrective action, up to and including dismissal, may be taken.

2.0 SCOPE & COMPLIANCE

- 2.1 This policy applies to all employees of Royal Roads University, including unionized and excluded employees, regardless of position or employment status.
- 2.2 This policy also applies to bullying and harassment of an employee by a non-employee (including contractors, visitors, or members of the public) where the conduct occurs in connection with University work or on University-controlled property. Where appropriate and within its legal authority, the University will take reasonable steps to restrict access or otherwise address the conduct.
- 2.3 This policy prohibits bullying and harassment by an employee against another employee, student or community member where the conduct is alleged to have occurred:
 - a) on any property controlled by the University and used for University purposes;
 - b) during or in connection with University-related activities, meetings, events, or work-related travel, whether in person or virtual; or
 - c) where there is a connection to the workplace, including where the Respondent was in a position of power, authority, or influence over the Complainant.

Where a complaint is made by a student against a staff or faculty member, the response will be initiated by People & Culture, or a designate, as the University is acting in its capacity as an employer. Student Services will provide support to the student throughout the process.

- 2.4 This policy applies to all forms of communication, including in-person, written, electronic, and online communications (e.g., email, messaging platforms, social media).
- 2.5 Nothing in this policy limits the University's right as an employer to investigate and take action in response to workplace bullying and harassment, wherever it occurs, where there is a connection to the employment relationship.
- 2.6 This policy does not limit an employee's right to pursue remedies available under applicable legislation, including the Workers Compensation Act, the British Columbia Human Rights Code, or through civil or criminal proceedings.
- 2.7 All records created or received in the administration of this policy are subject to the Freedom of Information and Protection of Privacy Act (BC).

3.0 POLICY PRINCIPLES

3.1 The University will monitor applicable legislation and best practices and will review this policy annually.

3.2 A respectful workplace is characterized by:

- a) professional, courteous, and considerate behaviour;
- b) open and respectful communication, with differences addressed early and constructively;
- c) freedom from bullying, harassment, and discrimination;
- d) recognition that workplace differences are managed through appropriate conflict resolution processes; and
- e) access to support, education, and intervention to promote respectful workplace practices.

4.0 AUTHORITIES, ROLES & RESPONSIBILITIES

4.1 Executive Committee

The Executive Committee is responsible for:

- a) ensuring that appropriate procedures, personnel, and processes are in place to support this policy; and
- b) approving this policy

4.2 Executive Officer and Associate Vice-President, People & Culture

Responsibilities include:

- a) approving procedures
- b) ensuring employee orientation and education related to respectful workplace expectations;
- c) providing education on bullying, harassment, human rights, and dispute resolution;
- d) supporting informal and formal resolution processes and workplace interventions; and
- e) preparing an annual summary report for the President on complaints and trends, with recommendations as appropriate.

4.3 Individuals with Supervisory Responsibilities

Supervisors, managers, directors, deans, and executive leaders have a duty to act and are held accountable for addressing bullying and harassment within their areas of responsibility. This includes:

- a) ensuring a healthy and safe work and learning environment, consistent with their obligations under the Workers Compensation Act and WorkSafeBC policies)
- b) taking immediate and appropriate action upon becoming aware of a concern, whether raised formally or informally, directly or indirectly.
- c) documenting all steps taken in response to concerns or complaints, including informal matters, and maintaining such documentation in accordance with institutional and legal requirements.
- d) ensuring that employees within their area are informed of this Policy and related procedures, and educating themselves and their team members with respect to workplace bullying and harassment, including prevention, reporting options, and protections against retaliation.
- e) actively seeking appropriate advice, guidance, and training to fulfill their responsibilities and to ensure compliance with legislative and institutional requirements.
- f) supporting resolution processes in accordance with University procedures
- g) implementing and enforcing outcomes and recommendations arising from formal reports

4.4 Employees

All employees are responsible for:

- a) conducting themselves in a respectful manner at work and in work-related activities;
- b) communicating in a manner that supports a safe and productive workplace;
- c) refraining from behaviour that may constitute bullying or harassment;
- d) reporting incidents of bullying or harassment experienced or witnessed to their supervisor, workplace leader, or People & Culture as soon as reasonably possible; and
- e) participating in resolution processes in good faith.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

5.0 DEFINITIONS

5.1 Bullying and Harassment

Bullying and harassment includes any inappropriate conduct or comment by a person toward an employee that the person knew or reasonably ought to have known would cause humiliation or intimidation.

It does not include reasonable management actions taken in good faith relating to performance management, discipline, or operational decisions.

Examples may include, but are not limited to:

- verbal threats, intimidation, or abuse
- derogatory comments or name-calling
- spreading malicious rumours
- unwelcome remarks or jokes related to protected grounds
- repeated ridicule or practical jokes
- inappropriate physical contact
- misuse of authority or power
- cyberbullying or abusive online conduct

5.2 Cyberbullying

Cyberbullying is the use of electronic communication tools to intimidate, threaten, embarrass, or harm another person.

5.3 Discrimination and Discriminatory Harassment

Discrimination and discriminatory harassment are addressed under the University's Human Rights Policy and may also constitute bullying or harassment under this policy.

6.0 INTERPRETATION

Questions regarding the interpretation or application of this policy will be referred to the Executive Officer and AVP, People and Culture, whose decision is final.

7.0 RELATED DOCUMENTS

7.1 Related RRU policies and documents

- [Safe Disclosure](#) (Policy)
- [Standards of Conduct and Service](#) (Policy and Guidelines)
- [Sexual Violence & Misconduct](#) (Policy and Procedures)
- [Student Rights and Responsibilities](#) (Policy)
- [Freedom of Information and Privacy](#) (Policy)
- [Confidentiality](#) (Policy)
- Respectful Workplace and Bullying & Harassment Prevention (Procedures)

7.2 Collective Agreements

- [RRUFA Collective Agreement](#)
- [CUPE Collective Agreement](#)

7.3 Procedures for reporting, resolving, and/or investigating student rights and responsibilities complaints are outlined in:

- [Student Rights and Responsibilities](#)

7.4 Related Legislation and Information

Government of Canada

- [Criminal Code of Canada: Consolidated Statutes and Regulation](#)
- [Canadian Charter of Rights and Freedoms](#)

Province of British Columbia

- [Civil Rights Protection Act RSBC 1996 c.49](#)
- [WorkSafeBC Bullying and Harassment](#)
- [Royal Roads University Act](#)
- [Freedom of Information and Protection of Privacy Act RSBC 1996 c.165](#)
- [Human Rights Code RSBC 1996 c.210, Part 1](#)
- [Multiculturalism Act RSBC 1996 c.321](#)

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
2025-May-16	Renaming and update of policy
2026-March-24	Updated policy title and content
Next Review	
March 2027	Review