



## **SECTION 6: HUMAN RESOURCES**

### **POLICY 6.20: WORKPLACE BULLYING AND HARASSMENT**

---

**Passed:** February 26, 2014

**Amended:**

#### 6.20.1 Intent

Bullying and harassment is not acceptable or tolerated at the Prince George Public Library. All workers will be treated in a fair and respectful manner.

#### 6.20.2 Definition

Bullying and Harassment includes any inappropriate conduct or comment by any person towards a worker 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 rumours.

#### 6.20.3 Implementation

This policy statement applies to all workers, including permanent, temporary, casual, contract, student workers and volunteers. It also applies to interpersonal and electronic communications, such as email. All workers must:

6.20.3.1 Not engage in the bullying and harassment of other workers.

6.20.3.2 Report if bullying and harassment is observed or experienced.

#### 6.20.4 Annual Review

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