

WORKPLACE BULLYING

Purpose:

To foster an organizational culture which allows all employees to work and students to study in a school environment that is free of bullying.

Scope:

All employees, Trustees, and volunteers

The school considers workplace bullying unacceptable and will not tolerate it, in any circumstances.

Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The school believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. The school encourages all employees to report workplace bullying.

Administrators will ensure employees who make complaints, or witnesses, are not victimized.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counseling, demotion or dismissal, depending on the circumstances.

The contact person for bullying at this workplace is the senior administrator at each campus.

If the senior administrator, is the individual who is being a bully – the employee should contact the Director of Education. If the Director of Education is the individual who is being a bully – the employee should contact the Board of Trustee chairperson directly at board@khalsaschool.ca