

12.0 BULLYING AND HARASSMENT POLICY – Vancouver Campus

12.1 Purpose

The purpose of this policy is to communicate Fairleigh Dickinson University approach to addressing workplace bullying and harassment and to establish a **“zero tolerance”** policy for such behavior. All Fairleigh Dickinson University employees will be treated in a fair and respectful manner. Bullying and harassment can include verbal aggression or yelling, humiliating initiation practices or hazing, spreading malicious rumours and/or calling someone derogatory names.

12.2 Definition

1. **“Bullying and Harassment”** behaviour **includes** any inappropriate conduct or comment by a 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.
2. **“Bullying and Harassment”** behavior **does not include:**
 - a. Expressing differences in opinion.
 - b. Offering constructive feedback, guidance or advice about work-related behavior.
 - c. Reasonable action taken by the Employer or Supervisor relating to the management and direction of workers or the place of employment (e.g. Managing a worker’s performance, taking reasonable disciplinary actions, assigning work).

12.3 Responsibilities

1. *Fairleigh Dickinson University* has a duty to ensure the health and safety of its workers, and as a result, Fairleigh Dickinson University will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.
2. *Fairleigh Dickinson University Employees* have the duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result, all Fairleigh Dickinson University employees will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.
3. *Fairleigh Dickinson University Supervisors* have the duty to take all reasonable steps to ensure the health and safety of Fairleigh Dickinson University employees under their supervision, and as a result, all supervisors will take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment.

12.4 Policy

1. All Fairleigh Dickinson University employees will not engage in the bullying and harassment of other workers at any time and must comply with this written policy at all times.
2. Fairleigh Dickinson University employees will report to their Supervisor immediately either in person or in writing (i.e. hand written notes or email) if bullying and harassment is observed or experienced in the workplace. If the Supervisor is not available or is the perpetrator, the employee should report the incident to the Director of Human Resources, Gillian Hartinger (gillianh@fdu.edu) of Fairleigh Dickinson University
3. When reporting a bullying or harassment incident employees involved in the incident will be required to provide as much information as possible in the report, such as names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint.
4. Supervisors will confidentially and immediately address and investigate any reported complaints of workplace bullying or harassment. During the initial stages of investigating reported complaints, supervisors must seek advice and assistance from owner of Fairleigh Dickinson University
5. Supervisors will ensure that all initial reported complaints of bullying or harassment will be kept strictly confidential between the supervisor, the complainant party(s), and the alleged bully(s).
6. Most bullying or harassment investigations at Fairleigh Dickinson University will be conducted internally. However, in complex or sensitive situations Fairleigh Dickinson University may hire the services of a third-party external investigator.
7. All workers are notified and are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
8. Fairleigh Dickinson University' management team will ensure this policy is reviewed annually to determine its effectiveness. All employees will be provided with a copy of this policy and any revisions will be communicated.
9. Any persons found to be guilty of bullying or harassment will be subject to disciplinary action, up to and including termination of employment.

12.5 Reporting Procedures

1. Employees at Fairleigh Dickinson University can report incidents or complaints of workplace bullying and harassment verbally or in writing.

2. When reporting verbally, please contact your Supervisor immediately. When reporting incidents or complaints, it should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
3. Report any incidents or complaints to the Fairleigh Dickinson University Director of Human Resources, Gillian Hartinger (gillianh@fdu.edu).
4. If the complainant's Supervisor, or the reporting contact named above in these steps is the person engaging in bullying and harassing behaviour, contact the Director of Human Resources, Gillian Hartinger (gillianh@fdu.edu).
5. 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.

12.6 Investigation Procedures

1. Most investigations at Fairleigh Dickinson University will be conducted internally. In complex or sensitive situations, an external investigator might be hired.
2. Investigations will:
 - a. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
 - b. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
 - c. be sensitive to the interests of all parties involved and maintain confidentiality.
 - d. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
 - e. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.
3. Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Fairleigh Dickinson University will not investigate any further, and will determine what corrective action to take, if necessary.
4. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

12.7 Follow Up

1. All investigations of alleged bullying and harassment will be followed up and documented.
2. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms.
3. The complainant(s) will be advised of the outcomes and options available. These could include assistance programs, training and discipline.