
TITLE	Anti-Bullying Policy
POLICY NO:	2015-041

POLICY STATEMENT:

Superior EMS staff/volunteers have the right to work free from harm and bullying in any form.

SCOPE:

All Staff/Volunteers

POLICY:

Harassment / Bullying Defined

General workplace harassment is a form of offensive treatment or behavior that, to a reasonable person, creates an intimidating, hostile, or abusive work/study environment.

Bullying

Bullying is an act of repeated, health-harming mistreatment, verbal abuse, or conduct which is threatening, humiliating, intimidating, or sabotage that interferes with work or some combination of the three in order to intentionally hurt another person, physically or mentally.

Harassment is any conduct that:

- Degrades or shows hostility toward an individual because of the individual's characteristics, associations, social or economic status, or abilities including but not limited to race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin or receipt of public assistance, or because of retaliation for opposition to prohibited discrimination.
- Creates an intimidating, hostile, or offensive work environment through graphics, written, spoken or non-verbal communications including comments, voice mail, email, jokes, slurs, bullying, gestures or negative stereotyping.
- Constitutes physical violence, restraint, coercion or a threat to the health or safety of a staff member; and/or interferes with an individual's ability to complete her or his work.



Sexual Harassment

Sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature inappropriate in the work environment. Examples of sexual harassment include, but are not limited to:

- Demeaning and/or derogatory communication about one's gender;
- Staring, pinching, touching or blocking the movements of another person;
- Unwelcome sexual comments, innuendoes, or jokes about one's dress or body;
- Sexual horse-play or pranks
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area;
- Offering or implying a reward or threat concerning work/class assignments, performance review, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors;
- Unwelcome amorous advances, sexual propositions, or obscene gestures;
- Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual meanings;
- Unwelcome repeated social contact; and
- Nonconsensual sexual contact.

Harassment / Bullying Prohibited

Superior EMS will not condone any bias, prejudice, harassment, or disrespectful behaviors in the workplace, nor will promotion of such behaviors be tolerated. All staff members are entitled to a harassment-free work place. All harassment complaints shall be taken seriously.

When acts of harassment are reported or observed, remedial measures and appropriate corrective actions shall be applied. All complainants should be confident that retaliation against them for any complaint will not be tolerated. Each staff member has an affirmative duty to maintain a workplace free of harassment and intimidation.

Roles and Responsibilities

Management

- Provide leadership for promoting a caring, respectful and safe working environment;
- Implement a comprehensive bullying prevention strategy in support of the division level policy;
- Promote and participate in professional development and learning opportunities to enhance their ability to promote caring, respectful and safe working environments and to prevent and reduce



problems of bullying;

- Survey staff members to determine the extent and nature of bullying and how effective interventions are at reducing bullying problems;
- Encourage the participation of staff members to develop and support a comprehensive organization-wide bullying prevention strategy;
- Keep a confidential file on bullying incidents and action plans undertaken by the organization and employee(s) involved;
- Support the individual in making a decision to report the incident to the police for further investigation;
- Respond promptly and appropriately to instances of bullying;
- Follow division protocols when responses involve suspension, termination or police involvement; and,
- Promote annual monitoring and review of policies and procedures to reduce and prevent bullying.

Employees

- Promote and use caring, respectful and safe work practices;
- Participate in professional development/learning opportunities related to bullying prevention;
- Respect the safety, well-being and property of staff members;
- Contribute to a caring, respectful and safe work environment;
- Take a personal stand against bullying and participate in bullying prevention activities; and,
- Report all acts of bullying experienced or observed to management.

Retaliation Prohibited

Staff that file complaints of harassment or discrimination, or who provide information related to such complaints, or who oppose harassing and/or discriminating behavior shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment, and immediate and appropriate disciplinary action, up to and including termination of employment shall be instituted.

During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to:

- Unwarranted poor performance evaluations;
- Change in duties or service opportunities as a consequence of reporting harassing behavior;
- Other negative employment decisions;
- Gossip and breach of confidentiality;
- Laughing at, ignoring, or failing to take seriously reports/complaints of harassment; or



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- Continuing/escalating harassing behavior after the staff member objects.

Harassment / Bullying – Steps Taken When Reported

- The Superior EMS management will respond by providing a clear message that bullying will not be tolerated.
- All instances of bullying are to be reported to management.
- Management will listen, investigate, offer support and determine the appropriate course of action.
- A bullying incident report will record those involved and the action taken and be filed with the Human Resources Department.
- Management will follow division protocols when consequences for bullying involve suspensions or terminations, or when police involvement is required.
- Management and staff have a responsibility to report cases of bullying to the police when a staff members' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.

Harassment / Bullying Investigation – Additional Points

- Any allegation of harassment will result in immediate intervention to ensure the safety of the aggrieved.
- Should a fact-finding investigation be deemed necessary, it will begin promptly. All parties are expected to be ethical and honest throughout the investigation. The confidentiality of all parties who are interviewed about the harassment allegation shall be maintained, with the information being disseminated only on a need-to-know basis.
- The aggrieved and the respondent will be informed about the outcome of the investigation by the administrator working with the situation.
- All allegations of harassment will be taken seriously with the goal of encouraging, facilitating and maintaining a safe, wholesome, inclusive and truthful environment.
- It is the responsibility of management to ensure the safety of the aggrieved and a fair investigative process and appropriate outcomes. It must be acknowledged that the outcome may or may not satisfy the aggrieved and/or the respondent.

Corrective Actions

If the findings of the investigation indicate that a violation of the anti-bullying / harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. (An oral or written warning, training or counseling, monitoring the harasser, suspension, or dismissal may all be appropriate.)



Appeal Process

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the administrator who will ensure that the appeal is processed.

Date of Approval:	28-Sep-16
Date to be Reviewed:	28-Sep-18
Authority:	Chief of EMS Operations

