
Anti-Harassment and Bullying Policy and Procedures

The Canadian Pacific District (CPD) is committed to fostering a workplace free from harassment and bullying where all employees are treated with respect and dignity. The *BC Human Rights Code* protects employees from harassment and bullying due to race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Harassment and bullying at the CPD are not tolerated. Employees who are found to have harassed another individual may be subject to disciplinary action. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or files an unfounded complaint intended to cause harm.

Application

This policy applies to all current employees of the CPD, including full- and part-time, casual, contract, permanent, and temporary employees. This policy also applies to job applicants. This policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.

Definitions

Generally, harassment and bullying are actions and behaviours that persist over time that a person knew or reasonably ought to have known would cause another person to be humiliated or intimidated. Serious one-time incidents may also be considered harassment or bullying.

Harassment is offending or humiliating someone physically or verbally, threatening or intimidating someone, or making unwelcome jokes or comments about someone's race, colour, ancestry, national or ethnic origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Bullying is characterized by acts of repeated intentional harm in a relationship where a power imbalance exists. In the workplace, this may include unrealistic job demands, unreasonable criticism, creating a work environment that is inconsistent with an employee's job description, and/or insults, putdowns, yelling, and other abusive behaviour.

Sexual harassment is defined in the *Policy and Procedures on Sexual Misconduct for Official Workers and Churches* (p. 16), which governs all complaints and processes for sexual misconduct.



Responsibilities and Expectations

The CPD is responsible for providing all employees with a workplace free from harassment and bullying.

The District Superintendent (DS) or their designate is responsible for the following:

- the administration of this policy
- reviewing this policy annually, or as required
- making necessary recommendations to the Lead Team to ensure that this policy meets the needs of the organization and is in line with all pertinent legal and denominational policies
- ensuring that this policy is applied in a timely, consistent, and confidential manner
- determining whether allegations of harassment and/or bullying are substantiated in consultation with an appropriate investigatory team
- for a non-licensed employee, determining what corrective action is appropriate where a harassment and/or bullying complaint has been substantiated, in consultation with an appropriate discipline team
- for a licensed employee, determining the appropriate applicable policy and what corrective action is appropriate where a harassment and/or bullying complaint has been substantiated, in consultation with an appropriate discipline team
- communicating the process for investigating and resolving harassment and/or bullying complaints made by employees

Supervisors are responsible for the following:

- fostering a work environment free from harassment and bullying and setting an example about appropriate workplace behaviour
- dealing with harassment and/or bullying situations immediately upon becoming aware of them, whether or not a formal complaint has been made
- taking appropriate action during an investigation, including separating the parties involved in the complaint when appropriate
- advising the DS or appropriate supervisor of the complaint and situation
- ensuring harassment and/or bullying situations are dealt with in a timely, sensitive, and confidential manner



Employees are responsible for the following:

- treating others with respect and dignity in the workplace
- reporting harassment and bullying, whether experienced or witnessed, to the DS or in the case of a complaint against the DS, reporting this to the Associate Governance Officer (AGO) of the District Executive Committee (DEXCOM)
- cooperating with an investigation and respecting the confidentiality related to the investigation process

Employees can expect the following:

- to be treated with respect and dignity in the workplace
- that reported harassment and/or bullying will be dealt with in a timely, confidential, and effective manner
- to have their rights to a fair process and to confidentiality respected during an investigation
- to be protected against retaliation for reporting or cooperating with a harassment and/or bullying investigation

Procedures for Addressing a Complaint

Filing a Complaint

An employee may file a complaint by contacting the DS. The complaint may be made verbally or in writing. If the complaint is made verbally, the DS will record the details provided by the employee. The employee should be prepared to provide details such as what happened, when and where it happened, how often, and who else was present (if applicable).

Complaints should be made as soon as possible after the last incident unless there are circumstances that prevented the employee from doing so. If a complaint is made against an Official Worker, the DS will follow the *Policy on Discipline, Restoration and Appeal for Official Workers* in the Manual of The Christian and Missionary Alliance in Canada.

If a complaint is made against a non-licensed employee, the DS will determine the severity of the complaint. The DS will inform the person that the complaint has been made against, in writing, that a complaint has been filed. The letter will also provide details of the allegations that have been made. After a preliminary investigation, the DS will report the results of the investigation to both parties.

Every reasonable effort will be made to address complaints within five (5) business days. The DS will advise both parties of the reasons if this is not possible.



If either party to a complaint believes that the complaint is not being handled in accordance with this policy, they should contact the DS. If they desire to appeal the process implemented after discussing this with the DS, they may contact the DEXCOM AGO.

If a complaint is made regarding the DS, it may be filed with the DEXCOM AGO and the same complaint process will apply and be led by DEXCOM.

Investigation

If a complaint is filed, an investigation will be conducted. All investigations will be handled by a DS or their designate. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any appropriate or pertinent witnesses. All people who are interviewed will have the right to review their statements, as recorded by the investigator, to ensure their accuracy.

The investigator will prepare a report that will include the following:

- a description of the allegations
- the response of the person the complaint was made against
- a summary of information learned from witnesses (if applicable)
- a decision about whether, on the weight of the evidence, harassment and/or bullying occurred

This report will be submitted to the DS and both parties to the complaint will be given a copy.

Substantiated Complaint

If a complaint is substantiated, the DS will determine what action is appropriate, including any remedies and/or potential compensation for the employee.

Corrective action for the employee found to have engaged in harassment and/or bullying may include a reprimand, a suspension, and/or dismissal at the discretion of the DS. Both parties to the complaint will be advised in writing of the decision.



Mediation

Wherever appropriate and possible, the parties to the complaint will be offered mediation. Mediation is voluntary and confidential, and it is intended to assist the parties to arrive at a mutually acceptable resolution to the complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Other Redress

An employee who is not satisfied with the outcome of the complaint process may file a complaint with the BC Human Rights Tribunal.

Privacy and Confidentiality

All parties to a complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a complaint to those that need to know.

The CPD and all individuals involved in the harassment complaint process will comply with all requirements of the *CPD Privacy Policy* and employee confidentiality agreement to protect personal information.

Review

The CPD will review this policy on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

Enquiries

Enquiries about this policy and related procedures can be made to the Privacy Officer.

Adopted October 2019

Amended

March 2023

March 2025

