

Village of Cache Creek

Policy No. A-11

Respectful Workplace

Date Approved by Council: September 16, 2019 Effective: September 17, 2019

Date Amended by Council: Effective:

Policy Statement

The *Village* of Cache Creek respects the rights and interests of all individuals and is committed to providing a working environment free of bullying and harassment. Bullying and harassment in any form is not acceptable and will not be tolerated in any *Village Workplace*.

The *Village* will make every reasonable effort to ensure a bullying and harassment free *Workplace* for all *Village Employees, Volunteers*, and Council members through preventative measures, corrective action or disciplinary measures.

This policy addresses:

- Any act of Harassment or *Workplace Sexual Harassment* pursuant to the BC Worker's Compensation Act.
- Any act of Harassment and/or *Discrimination* pursuant to the BC Human Rights Code.
- Any act of personal bullying, harassment or disrespect not addressed by the BC Worker's Compensation Act, the BC Human Rights Code and Employment Standards Act.

The *Village* commits to providing a *Workplace* free of bullying and harassment in compliance with the Workers Compensation Act, the BC Human Rights Code, Employment Standards Act and the BC Human Rights Code or their replacement legislation.

This policy will be reviewed on an annual basis.

Purpose

The purpose of this Policy is to affirm the *Village's* commitment to providing a *Workplace* free of bullying and harassment and to comply with the Workers Compensation Act, the BC Human Rights Code, Employment Standards Act and the BC Human Rights Code or their replacement legislation.

This Policy is intended to:

- Foster a *Workplace* of respectful behaviour and promote awareness of human rights.
- Prevent all forms of bullying, harassment and *Discrimination* based on the prohibited grounds as identified in the above noted legislation.
- Prevent all forms of personal bullying, harassment and disrespectful behaviour through education, early identification and corrective discipline, where appropriate.

- Meet the *Village*'s ethical and legal obligations to establish, promote, and maintain a *Workplace* free from bullying, harassment, *Discrimination* and disrespectful behaviour.
- Provide procedures for investigating and resolving complaints of bullying and harassment, as well as remedying situations when instances of bullying, harassment and *Discrimination* occur.
- Ensure all staff feel safe at work.

1.0 **Definitions**

1.0.1 **Allegation** –an unproven assertion or statement based on a person's perception

1.0.2 **Applicable Legislation** – all provincial and federal statutes and regulations that may apply to a situation involving *Workplace* bullying and or harassment, including, but not limited to: the Workers Compensation Act, the BC Human Rights Code, BC Employment Standards Act and the BC Human Rights Code the Canadian Charter of Rights and Freedoms or their replacement legislation

1.0.3 **Authorized Investigator** – in order of preference, is one or more of the following: the Chief Administrative Officer, the Chief Financial Officer, the Mayor, or, if none of these people are available or appropriate, Mediate BC.

1.0.4 **Bullying and Harassment** –includes any inappropriate conduct or comment by a person towards another individual that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, whether real or perceived. *Bullying and Harassment* is considered discriminatory under the BC Human Rights Code, if the conduct or comment was in respect of any of the following prohibited grounds:

- | | |
|--------------------------------|----------------------|
| • Race | • Political beliefs |
| • Conviction for an offence | • Gender |
| • Skin colour | • Religion |
| • Ancestry | • Age |
| • Physical disability | • Marital status |
| • Place of origin (birthplace) | • Sexual orientation |
| • Mental disability | • Family status |

Bullying and Harassment can also include complaints that are not based on the prohibited or protected grounds set out in the previously noted legislation and in section 1.0.2. Other forms of mistreatment that have the purpose or effect of intimidating or isolating an individual include:

- Verbal and non-verbal aggression or insults
- Calling someone derogatory names
- Harmful hazing or initiation practices
- Vandalizing personal belongings
- Spreading malicious rumours
- Filing baseless or malicious complaints
- Making threats of future harm

1.0.5 **Complainant** – the person or persons alleging that bullying or harassment has occurred

1.0.6 Discrimination – unequal treatment based upon any of the prohibited grounds outlined in the previously noted legislation

1.0.7 Management – excluding *Senior Staff*, any *Village* staff person authorized to give direction to other *Village* personnel

1.0.7 Mediation – a voluntary process where parties in dispute consent to meet with a mediator to determine whether the dispute can be resolved in a mutually satisfactory manner. *Mediation* discussions between parties are treated as private and confidential to the full extent permitted by law; however, any agreed outcomes will be shared with *Senior Staff* or the Mayor in their capacity to oversee the file

1.0.8 Respondent – the person who is alleged to be responsible for harassment or *Discrimination*. There can be more than one *Respondent* within a complaint

1.0.9 Senior Staff – the Chief Administrative Officer, the Chief Financial Officer, the Corporate Officer, and other officers of the *Village* of Cache Creek appointed by Council pursuant to the Community Charter, S.B.C. 2003, c. 26, as amended from time to time

1.0.10 Sexual Harassment – any verbal, written or physical conduct, comment, gesture or contact of a sexual nature that may cause offence or humiliation or that might reasonably be perceived by the subject of the harassment as placing a condition of a sexual nature on employment or on any opportunity for training or promotion

Examples of *Sexual Harassment* include but are not limited to:

- Unwelcome remarks, questions, jokes, innuendo or taunting, about a person's body or gender, including gender-specific comments or sexual invitations.
- Verbal abuse and threats of a sexual nature.
- Leering, staring or making gender-specific gestures.
- Display of pornographic or other sexual materials in the form of degrading pictures, graffiti, cartoons or sayings.
- Unwanted physical contact such as touching, patting, pinching, hugging and kissing.
- Expressions of gender bias, which may include remarks that are discriminatory, degrading or derogatory and create or contribute to a poisoned work environment.
- Intimidation, threat or actual physical assault of a sexual nature.
- Sexual advances with actual or implied work-related consequences.
- Sending suggestive letters, notes, e-mails, photographs or videos whether by paper or electronically.

Note: While it may not be a harasser's intention for bullying or harassment to occur, the intent of a harasser may be an irrelevant factor in a consideration of whether harassment has or has not occurred

1.0.11 Village – the *Village* of Cache Creek

1.0.12 *Employee* – all *Village* Officers, *Management*, union and non-union staff employed by the *Village*

1.0.13 *Volunteer* – a person serving the *Village* of Cache Creek who is not a Council member or *Village Employee* and includes a person serving on any board, commission or committee established by the *Village*

1.0.14 *Workplace* – *Workplace* includes, but is not limited to all *Village* of Cache Creek buildings, lands and work sites, construction or maintenance sites, business-related social functions, work locations away from the *Village*, work-related conferences and training sessions, work related travel, telephone conversations, voice mail and electronic messaging

2.0 **Scope of this Policy**

2.0.1 This Policy covers *Bullying and Harassment* complaints in the *Workplace*.

2.0.2 This Policy does not apply to legitimate *Workplace*-related actions by *Senior Staff* and *Management*, which may include, but is not limited to: work direction or assignment, performance appraisal, attendance monitoring and implementation of disciplinary or other corrective actions.

2.0.3 Harassment under this policy does not include conduct that a reasonable person would find welcome or neutral. This Policy is not intended to curtail welcome, appropriate *Workplace* interaction.

2.0.4 This Policy is not meant to inhibit interactions or relations based on mutual consent or that a reasonable person would consider normal and acceptable social contact and banter.

2.0.5 Some examples of conduct that is not harassment include, but are not limited to:

- The exercise of the *Village*'s right to direct the workforce, including supervising, managing and giving appropriate and legitimate performance feedback, evaluation, coaching, and appropriate discipline.
- Stress associated with the performance of job duties.
- Welcome mutually consensual relationships or social invitations that do not involve inappropriate or offensive behaviours, intimidation, explicit or implicit threat of retaliation, or misuse of power.

3.0 **Application of this Policy**

3.0.1 This Policy applies to all complaints made by Council members, *Senior Staff*, *Employees* or *Volunteers* of alleged bullying or harassment by any Council member, *Senior Staff*, *Employee* or *Volunteer*.

3.0.2 This Policy applies to *Bullying and Harassment* that is work-related whether it occurs at the *Workplace* itself and includes, without limitation, job-related travel and job-related social functions.

3.0.3 If the *Village's* staff are being bullied and harassed against by non-*Village* persons such as members of the public, contractors, consultants and delivery or service people, the *Village* will respond.

4.0 **Roles, Rights and Responsibilities**

4.1 ***Management***

4.1.1 The Chief Administrative Officer is responsible for the implementation and administration of this policy. The Chief Administrative Officer or their designate shall:

- Appoint an *Authorized Investigator* as soon as possible.
- Consult with the investigator(s) to set a reasonable period for the completion of the investigation.
- Review the findings and recommendations.
- Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results.
- Ensure the *Complainant* and *Respondent* are informed in writing of the outcome in a timely fashion and that appropriate education and any appropriate proactive measures are taken to ensure a *Workplace* free from bullying, harassment and *Discrimination*.
- Maintain confidentiality.

4.1.2 The *Authorized Investigator* shall assess the complaint for appropriate action and exercise their discretion as to the most appropriate *Village* Officer to be advised of the complaint and its findings.

4.1.3 *Management* is obligated to:

- Ensure mechanisms are in place and supported within their department and/or area of responsibility to provide a *Workplace* free from *Bullying and Harassment*.
- Acknowledge all incidents of *Bullying and Harassment* in their area of responsibility that they become aware of, even if a formal complaint has not been filed or is not in written format.
- If a verbal or written complaint is filed, immediately acknowledge the complaint and advise the *Senior Staff* department.
- Within ten (10) business days of receipt of an informal complaint, *Senior Staff* will attempt to resolve the complaint, unless the situation warrants immediate referral for formal investigation.
- Participate in all aspects of the complaint process.
- Sign a *Village* of Cache Creek Confidentiality Agreement.

4.2 ***Complainants***

4.2.1 *Complainants* have a right to:

- Make a complaint and receive a copy of the complaint.
- Upon request, be accompanied by a union representative during the complaint process.
- Be informed regarding the status and progress of the investigation.
- Be informed of the results of the investigation in writing including any corrective action that has been taken or will be taken as a result of the investigation.
- Not be subject to retaliation for the reason of having made a complaint under this policy.
- Prepare a list of *Allegations* if required.
- Withdraw a complaint at any time during the procedure; however, depending on the nature of the issue, *Senior Staff*, their designate or the Mayor may determine that an investigation is required and the process will continue notwithstanding the withdrawal.

4.2.2 It is the responsibility of the *Complainant* to:

- Maintain confidentiality within the *Workplace*.
- Sign a *Village* of Cache Creek Confidentiality Agreement.

4.3 ***Respondents***

4.3.1 *Respondents* have a right to:

- Seek advice from *Senior Staff*, their designate, the Mayor, or a Union Representative.
- Retain a record of what occurred.
- Be informed that a complaint has been filed.
- Information regarding the status and progress of the investigation.
- Have access to the *Allegations* provided to the Investigator.
- Respond to the *Allegations*.
- Upon request, be accompanied by a union representative, where applicable, during the complaint process.
- Be informed of the results of the investigation in writing of corrective action that has been taken or will be taken as a result of the investigation.

4.3.2 It is the responsibility of the *Respondent* to:

- Follow all procedures under this policy
- Cooperate with all those responsible for dealing with the investigation of the complaint.
- Sign a *Village* of Cache Creek Confidentiality Agreement.

4.4 ***Witnesses***

4.4.1 Witnesses have the right to:

- Not be subject to retaliation because they have participated as a witness.

4.4.2 It is the responsibility of the Witness to:

- Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint.

- Maintain confidentiality with respect to the investigation (subject to their right to consult union representation, where applicable).
- Sign a *Village* of Cache Creek Confidentiality Agreement.

4.5 **Investigators**

4.5.1 The investigator shall:

- Ensure the *Respondent* is informed of the *Allegations*.
- Ensure all parties involved have been informed of their rights and responsibilities.
- Interview the parties concerned and any witnesses.
- Collect all pertinent information.
- Recommend a *Mediation* process where appropriate.
- Prepare a report.
- Ensure the investigation is completed in a timely fashion, taking into account particular circumstances.
- Maintain confidentiality.

5.0 **References**

The following documentation and *Applicable Legislation* may be referred to when updating and amending this *Respectful Workplace Policy*:

- *Village* of Cache Creek Confidentiality Agreement
- BC Worker’s Compensation Act
- Workers Compensation Act
- Employment Standards Act
- Canadian Charter of Rights and Freedoms

6.0 **Complaint Resolution Procedures**

6.1 **Confidentiality and Anonymity**

6.1.1 *Allegations of Bullying and Harassment* may require the disclosure of sensitive information. Confidentiality will be maintained to the maximum extent possible to ensure that those who may have been bullied or harassed feel free to come forward and are confident that their reputations will be protected throughout the process. It is the responsibility of all parties involved to respect confidentiality.

6.1.2 Confidentiality must, however, be distinguished from anonymity. If a *Complainant* wishes to file a formal complaint and proceed with an investigation, the *Respondent* must be made aware of the nature of the complaint, which may include sufficient information to identify the *Complainant*. Information will only be disclosed on a “need to know” basis and where disclosure is required to fairly investigate a complaint or as required by law.

6.1.3 All individuals who come in contact with information pertaining to *Bullying and Harassment* complaints, investigations and related records are required to treat the information as confidential. Such information shall be handled in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA). However, it must be recognized that in some cases, absolute confidentiality cannot be guaranteed due to conflicting legal obligations. Where required, information regarding the complaint will be shared with the appropriate *Village* personnel or outside agency, or as otherwise required by law.

6.1.4 Failure to respect the confidentiality of the process may interfere with the investigation's findings. If it is found that someone has violated the confidentiality of the process, they will be subject to disciplinary action, including dismissal as per the *Village* of Cache Creek Disciplinary Procedures Policy C-6.

6.2 **Informal Procedure**

6.2.1 An individual who believes they have a complaint under this policy may bring the matter to the attention of the person responsible for the conduct and advise them that the conduct is unwelcome and request that it stop immediately. This is an important step to ensure that the person knows that his or her conduct is unwelcome. If after discussing a complaint with the person, the complaint is dealt with to an individual's satisfaction, the issue is considered to be resolved. If disapproval has been made known to the person and the bullying or harassment persists, a written record of the continuing acts of bullying or harassment should be kept.

6.2.2 If an individual does not feel comfortable speaking to the person responsible for the conduct, or if the conduct persists after confronting the person, the individual should report the matter as set out below.

6.3 **Informal Process and *Mediation***

6.3.1 Individuals covered by this policy who consider that they have been subjected to bullying or harassment may choose to consult an *Authorized Investigator*.

6.3.2 At this stage, discussions regarding the *Complainant's* concerns will be considered advisory and informal in nature. If the *Authorized Investigator* reasonably believes that bullying or harassment has occurred, they will determine whether or not the alleged harasser has been made aware of the objectionable or unwelcome conduct. Where the alleged harasser has been made aware but their behaviour has persisted or where the alleged harasser has not been made aware but the *Complainant* is not comfortable doing so, the *Authorized Investigator* may intervene at the *Complainant's* request and inform the alleged harasser of the objectionable behaviour.

6.3.3 The advisor will also review this policy with the *Complainant* and discuss various choices to assist the *Complainant* in deciding which course of action is most appropriate.

6.3.4 At the request of the *Complainant* and with the agreement of the *Respondent*, the *Authorized Investigator* will select an independent third party to act as a mediator to assist the individuals in resolving the complaint through *Mediation*. The role of the mediator is to help the *Complainant* and *Respondent* come to an agreement, and not to advocate a position or impose a decision.

6.3.5 Both the *Complainant* and the *Respondent* may be accompanied by a representative of their choice during *Mediation*. If the complaint is resolved by *Mediation*, a written record of the complaint and the resolution will be given to the *Complainant*, the *Respondent*, *Senior Staff* or the Mayor. Should there be recommendations for the employer to consider, the mediator will forward these recommendations to *Senior Staff* and the Mayor. The *Village* will keep a copy of the report in the appropriate personnel files. The report will be retained as per the schedule provided in the most recent *Records Management Manual* for Local Government Organizations, published by the Local Government *Management Association*. Any recommendations for the employer will be dealt with as soon as reasonably possible.

6.3.6 A matter dealt with to the *Complainant's* satisfaction is considered to be resolved.

6.3.7 If the matter is not dealt with to the *Complainant's* satisfaction, either through in-house interaction or through *Mediation*, the *Complainant* can submit a formal complaint as follows.

6.4 **Formal Procedure**

6.4.1 The *Village* reserves the right to proceed with an investigation under the Formal Process even if the *Complainant* withdraws the complaint.

6.4.2 *Complainants* and *Respondents* have the right to be represented by their union representative or a representative of their choice during an investigation.

6.4.3 Investigations will:

- a) Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- b) Be fair and impartial, providing the *Complainant* and *Respondent* equal treatment in evaluating the *Allegations*.
- c) Be sensitive to the interests of all parties involved.
- d) Be focused on finding facts and evidence, including interviews of the *Complainant*, *Respondent* and any *Witnesses*.

6.4.4 The investigation will include interviews with the *Complainant*, *Respondent* and any witnesses. The *Authorized Investigator* will also review any evidence such as emails, handwritten notes or photographs.

6.4.5 Within ten (10) business days of receiving a *Bullying and Harassment Complaint Form*, *Senior Staff* or the Mayor, as applicable, will review the complaint and will determine whether the complaint will be investigated. *Senior Staff* or the Mayor can designate an external third party to investigate the complaint.

6.4.6 Council members, *Village Employees* and *Volunteers* are expected to cooperate with the *Authorized Investigator* and provide any details of incidents they have experienced or witnessed.

6.4.7 The *Authorized Investigator* will prepare a report after completing the investigation. Where the investigation is delegated to a third party, the *Authorized Investigator* will prepare a written report and provide it to the Chief Administrative Officer, or their designate, or the Mayor, as applicable. The report should contain a description of the *Allegations*, a summary of the evidence of the parties and witnesses and a determination of whether bullying or harassment has occurred. The report may also include recommendations regarding the resolution of the complaint. The *Village* will keep a copy of the report in the appropriate personnel files. The report will be retained as per the schedule provided in the most recent *Records Management Manual for Local Government Organizations*, published by the *Local Government Management Association*. Any recommendations for the employer will be dealt with as soon as reasonably possible.

6.4.11 After reviewing the report, the Chief Administrative Officer, or their designate, or the Mayor as applicable will decide on the appropriate education, corrective action or disciplinary action, and take such action as they consider appropriate in the circumstances, including discipline up to and including dismissal as per the *Village of Cache Creek Disciplinary Procedures Policy C-6*.

6.4.12 The *Village* will keep a written record of investigations, including the findings in the appropriate personnel files. Files will be retained as per the schedule provided in the most recent *Records Management Manual for Local Government Organizations*, published by the *Local Government Management Association*.

6.4.13 The Chief Administrative Officer is responsible for ensuring *Workplace* investigation procedures are followed in a timely manner. Refer to section 6.5 Formal Process.

6.4.14 A Council member, *Village officer*, *Employee* or *Volunteer* who knowingly makes a false, frivolous, bad faith or malicious report under this Policy may be subject to discipline, including dismissal as per the *Village of Cache Creek Disciplinary Procedures Policy C-6*.

6.4.15 A Council member, *Village officer*, *Employee* or *Volunteer* who retaliates against an individual who has made a report under this policy may be subject to discipline, including dismissal as per the *Village of Cache Creek Disciplinary Procedures Policy C-6*.

6.5 **Formal Process**

6.5.1 **Step 1: File a Complaint**

- a) The *Complainant* completes a clear and concise complaint, using the *Bullying and Harassment* Complaint Form, attaching any supporting documentation such as emails, handwritten notes or photographs and submits it to a *Senior Staff* member or the Mayor in a sealed envelope that is clearly marked Private and Confidential, with the name of the person to receive the information.
- b) If the *Respondent* is a *Senior Staff* member, the Complaint Form will be submitted to another *Senior Staff* member, their designate or the Mayor. The *Bullying and Harassment* Complaint Form shall be completed in full, signed, dated and submitted as soon as possible, but within three (3) months of the last alleged incident.
- c) The three (3) month time limit can be extended by submitting a written reason for the extension along with the *Bullying and Harassment* Complaint Form with the agreement of the *Complainant* and the *Authorized Investigator*

6.5.2 **Step 2: Screening and Acknowledgement of Complaint**

- a) Upon receipt of the *Bullying and Harassment* Complaint Form, *Senior Staff* will acknowledge the complaint through written communication in a timely manner. In the event that the *Senior Staff* member or their designate or the Mayor determines that an investigation is required, within ten (10) business days a *Senior Staff* member or their designate or an outside investigator will commence an impartial investigation of the complaint. *Senior Staff* or their designate or the Mayor will advise the *Respondent* and any other applicable parties of the Complaint where determined appropriate.
- b) If the *Senior Staff* or their designate or the Mayor decides not to conduct an investigation, they will provide the reasons to the *Complainant*.

6.5.3 **Step 3: Investigation**

- a) Where an investigation is required, the investigator will interview the *Complainant*, the *Respondent*, the direct manager of the *Complainant* and the *Respondent* and any witnesses individually. The investigation interviews will be documented and signed to confirm accuracy. All participants are required to maintain confidentiality.
- b) Every effort will be made to conduct an expedient investigation. However, due to extenuating circumstances that may arise beyond the control of the investigator, the process may be delayed.

6.5.4 **Step 4: Documentation**

Once the investigation is complete, the *Authorized Investigator* will prepare a written report for the *Senior Staff* member or their designate or the Mayor identifying the findings of the investigation. The *Senior Staff* member or their designate or the Mayor will determine the next appropriate Step.

6.5.5 **Step 5: Mediation**

- a) Where it has been determined to be feasible and where the *Complainant* and *Respondent* concur, a mediated solution to the dispute will be attempted. If acceptable to the *Complainant* and the *Respondent*, the *Authorized Investigator* will mediate the dispute. Both parties will have the right to representation and an interpreter, if required.
- b) *Mediation* may be attempted at any point in the process, addressing the complaint where it is considered to be appropriate and have a reasonable chance of resolving the complaint.
- c) Prior to *Mediation*, both parties must agree to the *Mediation* terms and sign an Agreement to Mediate. A settlement* must be satisfactory to both parties, and the *Mediation* settlement is binding on both parties. All *Mediation* discussions will be held on a confidential, “without prejudice” basis.

**such settlement must not violate or interfere with the Collective Agreement, this policy or the operation of the relevant department.*

6.5.6 **Step 6: Remedies**

- a) *Senior Staff* or their designate or the Mayor will review the report to determine if the investigation reveals evidence to support the *Allegation/s* within the complaint. *Senior Staff* or their designate or the Mayor will then inform the *Complainant* and *Respondent*, in writing, of the findings, and if warranted, corrective action that has been or will be taken and any other action(s) such as training, education and facilitated discussion.
- b) Where the findings of the investigation do not support the *Allegations*, no reference to the incident will be placed on the *Respondents* personnel file. However, a *Bullying and Harassment* file is maintained in the *Village Office*.

7.0 **Training and Education**

7.1 The Chief Administrative Officer or their designate, as part of staff training, will take steps to provide education to Council members, *Senior Staff*, *Employees*, and *Volunteers* on this policy and how to prevent *Bullying and Harassment* from occurring in the *Workplace*.

7.2 The Chief Administrative Officer or their designate will ensure that the necessary training has been provided to those who may be involved in the investigative process and that they are made aware of their roles and responsibilities.

7.3 The Chief Administrative Officer or their designate will take steps to provide training updates or review on an annual basis or as required.

7.4 Once a complaint has been investigated in accordance with the above complaint resolution procedures and it has been confirmed that bullying or harassment occurred, *Senior Staff* or their designate will determine if any additional training or education is required for the involved parties or if meetings with the affected parties are necessary. The *Senior Staff* or their designate will also review and if necessary revise *Workplace* procedures to prevent any future *Bullying and Harassment* incidents in the *Workplace*.

8.0 **General**

8.1 This policy and Acknowledgement Form will be provided to all Council members, *Village Employees* and *Volunteers* and will be included in the orientation process for new *Employees*. This policy will be made available in the *Village's* Policy Manual.

8.2 *Village* officers, *Employees* or *Volunteers* who refuse to sign the acknowledgement form may be subject to discipline or a delay in the commencement of employment.

8.3 In the event that any portion of this policy is inconsistent with a binding *Village* collective agreement or federal or provincial legislation, that portion and only that portion of this policy will have no application to the extent of that inconsistency and all other portions of the policy will continue in full force and effect.

8.4 This policy is to be followed in conjunction with other applicable *Village* policies or *Employee* handbooks as they are amended from time to time.

8.5 Any questions related to the interpretation of this policy should be directed to *Senior Staff* or their designate.

8.6 This policy and the above procedures will be reviewed on an annual basis.

Village of Cache Creek

Policy No. A-11

Respectful *Workplace*

Appendix 1

Acknowledgement Form

I, _____, the undersigned, acknowledge that I have read and
(print name)

understand the *Village of Cache Creek* Policy No. A-11 and agree to abide by its provisions.

(signature)

(date)

Village of Cache Creek

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Appendix 2

Bullying and Harassment Complaint Form

Complainant: _____

Home Address: _____

Phone Number: _____

Extra pages may be added if necessary for the following sections.

Date/s and time/s of alleged incident(s):

Describe the incident/s as clearly as possible, with dates and times to the best of your recollection. Include a full description of the events, and verbal statements. (i.e. threats, requests, demands, etc.), and what, if any, physical contact was involved. Attach additional pages if necessary.

Where did the incident/s occur? _____

List any witnesses that were present: _____

How did you react to the bullying\harassment?

This complaint is based upon my honest belief that _____ has bullied and or harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant Name (print) _____

Complainant Signature _____ *Date:* _____

Received by: _____ *Date:* _____