

VANDERHOOF PUBLIC LIBRARY BULLYING AND HARRASMENT POLICY

The Vanderhoof Public Library is committed to providing a workplace where the respect, health and safety of all staff, volunteers and clients of the library is of the utmost importance.

The Vanderhoof Public Library will not tolerate any bullying or harassment in, or in conjunction with, the workplace.

The definition of bullying and harassment includes any inappropriate conduct or comment by a person towards a colleague or client that they knew or reasonably ought to have known would cause that colleague or client to be intimidated or humiliated.

We will take all reasonable precautions necessary, through both education and intervention, to prevent workplace bullying and harassment and to minimize any negative impacts from such behavior.

Any person experiencing such behavior is encouraged to report the incident(s) to their supervisor, manager or the Library Board of Trustees. All complaints will be taken very seriously and thoroughly investigated, in accordance with WorkSafeBC policies and guidelines. There will be no reprisal or retaliation to the reporter as a consequence of making a complaint.

We expect that all staff, volunteers and clients will respect the rights to personal dignity, privacy and confidentiality necessary by the Board.

Copies of this policy will be posted in all areas of the Library. It will be reviewed and updated as deemed necessary by the Board.

A full information package is available upon request.