

Royal Canadian Legion
RCL Branch 638 Kanata
ANTI-BULLYING/HARASSMENT POLICY STATEMENT

Issue Number 001

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Policy

The Branch is committed to providing all members and guests a healthy and safe environment. This Branch will not accept bullying or harassment on Branch property, at Branch related activities or in any other circumstances (e.g., cyber bullying or harassment online) where engaging in these activities will have a negative impact on the Branch climate or individuals. This policy applies to all members, employees and guests. It applies during normal Branch hours of operation including meetings, at Branch related or sponsored functions and activities, and while traveling on Branch related business. There will be no recriminations for anyone who in good faith alleges being bullied or harassed.

DEFINITIONS

Bullying or harassment is unwelcome or unreasonable behaviour that demeans, intimidates or humiliates people either as individuals or as a group. Bullying or harassment behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of small group behavior. Some examples of this behavior are:

Verbal communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumours and innuendo
- Unreasonable and/or unfounded criticism
- Trivializing of work and achievements
- Gossiping

Manipulating the work environment

- Isolating people from normal work interaction.
- Excessive demands.
- Setting impossible deadlines.

Psychological manipulation

- Unfairly blaming and/or criticizing for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Malicious practical jokes
- Belittling and/or disregarding opinions or suggestions
- Criticizing and belittling in public

Context is important in understanding bullying and harassment, particularly verbal communication. There is a difference between friendly insults exchanged by long-time colleagues and comments that are meant to be, or are taken as demeaning.

Groups

Bullying and harassment behavior may be carried out by a group rather than by an individual. Although it is group behaviour it is the bullying or social isolation of a person through collective unjustified accusations, gossiping, humiliation, general harassment or emotional abuse.

CONSEQUENCES OF BULLYING and HARASSMENT

Bullying and harassment are unacceptable behaviors because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

For those being bullied or harassed

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the Branch as well as at work. Their performance can suffer, and they are at increased risk of workplace injury.

For the Branch

Besides potential legal liabilities, the Branch can also suffer because bullying and harassment can lead to:

- Decreased desire to volunteer
- A negative impact on the Branch climate and members
- Lack of communication and teamwork
- Lack of confidence in the Branch leading to lack of commitment to the Branch

For others at the Branch

People who witness bullying or harassment behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop this, and they can become intimidated and perform less efficiently fearing that they may be the next victim

RESPONSIBILITIES

Branch Supervisors

- Ensure that all volunteers and staff are aware of the anti-bullying and harassment policy and procedures.
- Ensure that any incident is dealt with regardless of whether a complaint has been received.
- Provide leadership and role-modeling in appropriate behavior.
- Respond promptly, sensitively and confidentially to all situations where bullying or harassment behavior is observed or alleged to have occurred.

Branch Members

- Be familiar with and behave according to this policy.
- If you are a witness to bullying or harassment, report incidents to your supervisor, manager or Branch Executive member as soon as appropriate.
- Where appropriate, speak to those alleged to be responsible for bullying or harassing to object to their behaviour.

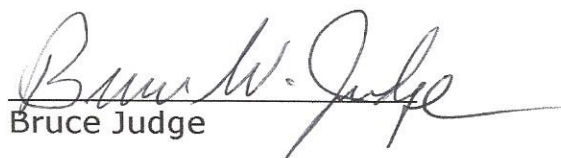
Procedure

Any Branch Member who feels he or she has been victimized by bullying or harassment may lodge a formal written complaint against another member. The procedure and requirements for complaints are outlined in Article III of the General By-laws which requires any formal complaint to be submitted to the Branch Secretary within 15 days of the incident.

It is not the intent of this policy to repeat verbatim the General By-Laws and they should be carefully read before any action is taken.

A formal complaint is a very serious matter and should not be entered into lightly. The complaint procedure is not intended to address personality conflicts or minor oversights and human failings. The best solution to any conflict is to attempt to resolve the matter with the parties concerned.

This policy statement has been approved by the Branch Executive on 12/12/2014
and ratified at the Branch General Meeting on 12/12/2014.


Bruce Judge

Policy And Procedures


John Cher

Branch President