

Flying Squirrel Sports

Workplace Bullying and Harassment Policy

Prepared by: Janson James

Workplace Bullying and Harassment Policy Statement

1. **Policy purpose:** Flying Squirrel Sports is dedicated to creating a work environment where all volunteers, contractors, and staff members are treated with dignity, appreciated, and safe. This policy makes sure that all employees understand their rights and duties in avoiding and dealing with improper behavior. It also describes our organization's zero-tolerance attitude on bullying and harassment.
2. **Policy Statement:** Bullying and harassment are totally forbidden and directly go against our principles. Behaviors that endanger the mental, physical, or emotional health of any employee are not tolerated at Flying Squirrel Sports. This policy must be followed by all workers, subcontractors, and volunteers in order to promote a polite, encouraging atmospheres for all.
3. **Scope:** Everyone who works for or is connected to Flying Squirrel Sports is subject to this policy, including volunteers, contractors, full-time staff, and part-time staff. It addresses conduct at the office as well as during any off-site events related to our business, such meetings, training sessions, and company functions.

Definition and Example

- **Bullying and Harassment**

Any acts, remarks, or behaviors that a reasonable person would find degrading, frightening, or insulting are considered bullying and harassment. This also includes

- **Verbal Abuse** - Any kind of forceful communication, including insults, disparaging comments, and yelling.
- **Social Exclusion:** excluding people from discussions or activities pertaining to their jobs.
- **Cyberbullying:** any attempt to hurt, harass, or discredit a coworker through online contact, including social media or emails.
- **Physical Intimation:** obstructing someone's path, making menacing motions, or engaging in any other intimidatory behavior.

- **Not Considered Bullying and Harassment**

Conflicts at work, performance reviews, and constructive criticism are not considered bullying or harassment as long as they are handled properly and with respect. For instance:

- Performance management: If done in a courteous and encouraging way, typical managerial duties include assigning work, offering constructive feedback, and establishing expectations.

Responsibilities

1. Employer Responsibilities:

Establishing and upholding a polite and secure work environment is the responsibility of Flying Squirrel Sports. Important duties include of:

- **Training and Awareness**
All workers should receive required training on this policy and appropriate workplace conduct. To uphold policy standards and combat bullying and harassment, regular awareness campaigns and seminars are held.
- **Simple Communication**
This policy is explained to all new hires, and they are given the chance to examine revisions on a regular basis. Flying Squirrel Sports will make the policy available in digital formats and prominently display policy documents in public spaces.
- **Preventive Actions**
Flying Squirrel Sports will keep an eye on workplace dynamics and take care of possible problems before they get out of hand. This entails encouraging candid dialogue and quickly resolving any early issues.
- **Responsive Measures**
Any allegations of bullying or harassment will be treated with seriousness and promptly addressed, guaranteeing that the conduct being reported is looked into and that the proper steps are taken to address the issue.
- **The Assessment of Policy**
Every year, the policy will be reviewed or updated in response to organizational modifications, user input, or adjustments to WorkSafeBC legislation.

2. Manager and Supervisor Responsibilities:

Supervisors and managers are supposed to be role models, exhibiting polite behavior at work and promptly dealing with any wrongdoing they witness or learn about. Their duties consist of:

- **Establishing Criteria**
In order to actively discourage bad behaviors, managers and supervisors must promote the ideals of respect and inclusiveness.
- **Quick Action**
Managers must act quickly to address bullying or harassment when they observe it occurring or hear about it. Notifying HR and making sure the report is handled in absolute confidence are part of this.
- **Resolution of Conflicts**
When appropriate, supervisors can help parties resolve conflicts by facilitating meetings as long as it doesn't jeopardize safety or breach confidentiality. External mediation may be sought in difficult circumstances.
- **Training Compliance:** Managers are responsible for making sure that every team member has finished the necessary training and understands their rights and obligations under this policy.

3. Employee Responsibilities

It is the responsibility of every employee at Flying Squirrel Sports to provide a pleasant work environment. This comprises:

- **Ethical Conversations**
Respectful interactions and professional communication are required of all employees.
- **Address any concerns Quickly**
Workers who see or experience bullying or harassment should report the occurrence as soon as they can, including specifics so that a prompt reaction may be made.
- **Supportive Environment**
Every worker is urged to help coworkers who might be struggling and to foster a supportive team environment.
- **Collaboration during Investigations**
Employees who were a part of or observed situations that were reported must participate completely with any inquiry.

Reporting Procedures

1. Reporting Process

Workers should report instances of bullying and harassment to the HR division, their direct supervisor, or, if anonymous, to a third party. Information to be covered in the report:

- **Date and Time:** Recording the exact moment the incident happened.
- **Description:** Actions or words that qualified as harassment or bullying.
- **Witnesses:** The names of everyone who saw the behavior.
- **Evidence:** Text conversations, emails, or other records proving the assertion.

2. Alternative Reporting options

Employees can use the company's private reporting methods or speak with senior HR staff directly if they feel uncomfortable discussing events with their immediate supervisor.

3. Investigation Protocol

Flying Squirrel Sports pledges to conduct a comprehensive, objective inquiry process that is equitable for all parties:

Step 1: Acknowledgment Report

Within 48 hours of receiving the report, the HR division will confirm receipt and start determining the kind and seriousness of the occurrence.

Step 2: Preliminary Analysis

To ascertain whether more research is required, the case will go through a preliminary evaluation. Talking with witnesses or people directly engaged may be part of this evaluation.

Step 3: Comprehensive Research

The case will be assigned to a designated investigator who has received impartiality and confidentiality training. The investigator will gather testimony, examine supporting documentation, and synthesize results into an objective report.

Step 4: Settlement

Depending on the severity of the results, Flying Squirrel Sports will take the proper measures, which may include verbal warnings, reassignment, or termination.

Step 5: Follow-Up

Following resolution, the HR team will get in touch with the complaint to make sure they are happy with the result and offer any support services they may need.

4. Confidentiality Assurance

Information about the occurrence will only be accessible to individuals immediately involved in the inquiry process to preserve privacy. Only pertinent information will be shared with the appropriate staff, and all records will be safely kept.

5. Protection From Retaliation

Retaliation against any employee who reports an incident or cooperates with an inquiry in good faith is absolutely prohibited by Flying Squirrel Sports. Retaliation will be viewed as a major policy infraction that calls for disciplinary action.

Support Service

Workers who have been involved in occurrences that have been reported can use these resources to cope with stress and mental distress:

- **Access to Counseling**
All team members can request confidential counseling services, which are accessible to employees.
- **Services for Mediation**
Flying Squirrel Sports offers access to mediation services for situations when parties could benefit from candid communication, which aids in clearing up misconceptions and fostering reconciliation.
- **Consistent Instruction and Learning Materials**
In order to provide staff members with the information and abilities necessary to support a respectful workplace, Flying Squirrel Sports will keep providing training and materials on recognizing and stopping bullying and harassment.

Review and Updates of Policies

Every year, this policy will be examined to make sure it complies with WorkSafeBC regulations and is adaptable to changing organizational and legal requirements. Feedback from employees is valued because it enables the company to make changes that meet the requirements of the team and preserve an inclusive, polite work environment.

