

Reporting bullying and harassment

Instructions

- Before the huddle, review your organization's bullying and harassment reporting procedure.
- If your organization does not have a bullying and harassment reporting procedure, or your current procedure needs updating, refer to the *Developing Reporting Procedures: Workplace Bullying and Harassment document* to guide you through the process.
- Use the guiding questions to facilitate a discussion about when and how to report bullying and harassment.

After this huddle

Staff should know how to:

- Report bullying and harassment.
- Have an understanding of what bullying and harassment is.

Notes to the huddle leader

- Understand that this can be a sensitive and intimidating topic, so it is important not to pressure staff who are hesitant to share their views and experiences.



Guiding questions

- What does bullying and harassment look like?
- What would you do if you saw someone being bullied?
- What would you do if you felt that you were being bullied?
- What is our organization's bullying and harassment reporting procedure and why is it important to have one?

Sample workplace bullying and harassment complaint form

This is an example of a complaint form for workers to report incidents or complaints of workplace bullying and harassment to the employer. It can be adapted to meet the needs of individual workplaces. Employers might use other reporting procedures, and are not required to use this form. A Microsoft® Word version of this form is available at www.worksafebc.com/bullying.

Name and contact information of complainant: _____

Name of alleged bully or bullies: _____

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature

Date

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Source: *WorkSafe BC - Developing Reporting Procedures for Workplace Bullying and Harassment*

Safety Huddle: Reporting bullying and harassment

Huddle leader: _____

Date: _____

Attendance:

Name

Initial

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Additional resources

- WorkSafeBC: *Developing Reporting Procedures: Workplace Bullying and Harassment*
- WorkSafeBC: *Bullying and Harassment Resource Toolkit*
- Safety Huddle : *Bullying and Harassment Policy*
- Safety Huddle : *Incivility vs. Bullying*