

# Workplace Bullying & Cyberbullying Policy



## 1. PURPOSE

Management of ABC Company is committed to the goal of ensuring that all its employees are treated with dignity, civility and respect in the workplace. Bullying behaviour is not compatible with this commitment and will not be tolerated. That includes cyberbullying or engaging in bullying via digital means. The purpose of this Policy is to explain what bullying is and ensure that no person in ABC Company engages in it.

## 2. WHAT IS BULLYING

Bullying is behaviour that harms, intimidates, offends, degrades or humiliates another person, whether committed by a manager, supervisor or employee, including but not limited to:

- Persistent and excessive criticism of employees or their work without justification;
- Spreading malicious rumours;
- Belittling an employee's opinions;
- Spying, stalking or otherwise violating an employee's privacy;
- Tampering with an employee's desk, workspace or belongings;
- Deliberately excluding or ignoring an employee;
- Deliberately undermining or sabotaging an employee's work or chances to succeed;
- Verbal abuse, such as yelling, making threats and name-calling; and
- Physical abuse or aggressive behaviour, such as pushing, hitting, spitting, finger pointing or aggressively invading an employee's space.

## 3. WHAT IS CYBERBULLYING

Cyberbullying is a form of bullying that relies on the use of e-mail, the internet and other electronic means of communication. Common examples:

- Sending nasty, hostile or threatening emails, texts or other electronic messages directly to the victim;
- Cyberstalking, sexting or repeatedly sending the victim text or email messages to the point of harassment;

- Saying derogatory things about the victim on blogs, chat boards and other social media sites;
- Starting rumours or spreading gossip online;
- Impersonating the victim online, e.g., via creating a fake online profile;
- Stealing the victim's password and logging into his/her accounts;
- Signing up the victim to instant message marketing lists from pornography sites or junk mailers;
- RevengePorn and posting embarrassing photos or videos of victims without their consent.

#### **4. WHAT IS NOT BULLYING & CYBERBULLYING**

Bullying and cyberbullying do not include, and this Policy is not designed to prevent managers, supervisors and others in authority to exercise their legitimate management functions, such as:

- Ordering employees to carry out assignments;
- Constructively criticizing employees for poor performance; and
- Imposing discipline on employees for poor performance, violations of ABC Company policies or other legitimate grounds.

#### **5. POSTING OF PHOTOS**

In recognition of the fact that posting of photographs is a frequent source of cyberbullying and revenge porn, ABC Company requires employees to adhere to the following posting rules:

- Share only photos and videos that you've taken or have the right to share.
- Post photos and videos that are appropriate for a diverse audience.
- Do not post images of naked and nude people, no matter how artful or tasteful you believe them to be.
- Do not post or threaten to post sexual content of any kind.

#### **6. REPORTING BULLYING**

ABC Company has established the following procedures for employees to use to report incidents of bullying or cyberbullying directed against them or that they witness.

[Describe your reporting procedures]. No employee will suffer reprisal in any form for reporting bullying or cyberbullying.

#### **7. INVESTIGATION & RESOLUTION OF COMPLAINTS**

ABC Company has established the following procedures for investigating and resolving complaints about bullying and cyberbullying. [Describe your complaint resolution procedures.]

#### **8. DISCIPLINE FOR INFRACTIONS**

ABC Company follows a zero tolerance policy with regard to bullying and cyberbullying. So any violations that occur will result in disciplinary action, up to and including termination, at ABC Company's discretion under existing disciplinary policies and the terms of applicable collective agreements.