Powell River Action Centre Society – Food Bank

Workplace Bullying, Anti-Violence, and Anti-Harassment Policy – 2024

Bullying, harassment, and violence are not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

Bullying and Harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers, and

(c) excludes any reasonable action taken by an employer or supervisor relating to management of the workplace.

(d) Gossiping is a form of bullying and will not be tolerated. When a person mentions someone else in their conversation such as "did you hear about so and so" that is gossip. Always refrain from this type of conversation.

The policy applies to all workers and volunteers, including supervisors and management. It applies to conversation, images, written and electronic communications, such as email.

Managers or supervisors will investigate complaints or incidents of workplace bullying or harassment. Corrective action will be taken to eliminate or otherwise minimize the risks of workplace bullying or harassment.

Violence Prevention Policy

PRAC Food Bank recognizes violence in the workplace as being the attempted or actual exercise by a person, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

All persons associated with PRAC Food Bank are expected to conduct themselves in a civil, respectful, cooperative, and non-discriminatory manner. Any threat or act of violence against persons on PRAC Food Bank property or event location, or against staff in the course of their

duties is unacceptable and measures will be taken to hold people accountable for these actions up to and including contacting police to press charges.

Violence Prevention Procedure

PRAC Food Bank will:

Provide policies and access to educational tools to empower staff to identify potential situations of violence, de-escalate, or prevent violence, and appropriately respond to violence in the workplace.

Evaluation & Continuous Improvement

PRAC Food Bank will annually review the Violence Prevention Policy and make any changes as needed to ensure the safety of all staff, clients, and visitors. Such revisions will be done in consultation with the appropriate Board of Directors committee. Any new policy changes and informational resources will be based on best practice and include references.

Investigating Incidents of Violence

All threats of violence and incidents of violence must be reported and investigated, whether an individual(s) is injured or not. Any incident resulting in injury requiring medical treatment, time loss or any incident with the potential to cause serious injury must be investigated, at a minimum, in accordance with the Workers Compensation Act and Regulations.