



## ANTI-BULLYING POLICY FOR OUR CARNIVAL KITCHEN

Our Carnival Kitchen is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace bullying will not be tolerated from any person in the workplace, including customers/clients, business affiliates, supervisors, and workers or colleagues as applicable. Preventing bullying in the workplace is a shared responsibility between employers, supervisors and workers.

Bullying in the workplace can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviours. If workplace bullying is not addressed, it can lead to lost productivity, absenteeism, anxiety, depression, or other related mental or physical illnesses and disorders. Bullying in the workplace can also increase the risk of injury by causing an employee to be distracted while performing work tasks.

### *Defining Bullying*

Bullying can be more specifically defined as:

- Any inappropriate conduct or comment by a person towards a worker/colleague that the person knew or reasonably ought to have known would cause that worker/colleague to be humiliated or intimidated, such as (but not limited to):
  - verbal aggression or name-calling
  - vandalizing personal belongings
  - sabotaging work
  - spreading malicious rumours
  - humiliating initiation practices/hazing
  - personal attacks, aggressive/threatening gestures; and
  - cyber-bullying

Furthermore, workplace bullying is not limited to physical presence or interactions and can happen electronically: cyber-bullying or the use of work email, text messaging, social networking and websites as a forum for targeting co-workers will not be accepted or tolerated.

In addition, intent does not determine whether the behavior is bullying. A person cannot excuse his or her behaviour by saying he or she did not intend it to be humiliating or intimidating.

### *Leadership Obligations*

Not every unpleasant interaction, comment or conflict in the workplace is considered to be bullying, such as managerial responsibilities. These can include any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of reasonable managerial actions include (but not limited to):

- expressing differences of opinion
- offering constructive feedback
- making a legitimate remark about a worker's conduct
- reasonable management actions including:
  - decisions about job duties and work to be performed
  - workloads and deadlines
  - layoffs, transfers, promotions and reorganizations
  - work instructions, supervision or feedback
  - work evaluation, performance management and discipline (i.e. suspensions or terminations)

Our Carnival Kitchen will take steps to prevent, where possible, or otherwise minimize workplace bullying. If Our Carnival Kitchen becomes aware of circumstances that present a risk of workplace bullying, preventative measure will be put in place; this might include, but is not limited to, providing direction and supervision to affected workers, offering training on managing difficult situations or imposing workplace arrangements to minimize the risks of bullying.

Workers should report any incidents of workplace bullying to Karlye Dennis 604-910-3434. Subsequently, management will investigate complaints in a timely manner. All complaints or incidents of workplace bullying will be addressed in a fair and respectful manner. Information provided about an incident or complaint will not be disclosed except as necessary to protect workers, to investigate, to take corrective action(s) or as otherwise required by law.

Workers will not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace bullying. Retaliation or reprisals against anyone involved in a related resolution process will not be tolerated. Protection from reprisal extends to both complainants and witnesses who have participated in the policy process. Also protected from reprisal are (as applicable) third party resources, representatives, investigators and management responsible for decision-making functions within this process.

Because of the serious nature of the matter, false accusations or abuse of this policy will not be tolerated. Anyone making a complaint where a formal investigation concludes that the complaint was knowingly malicious or made in bad faith with the intent to expressly harm another person, will be held responsible by the employer.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it.

All employees of Our Carnival Kitchen are expected to:

1. Not engage in workplace bullying under any circumstances
2. Report any bullying they witness or experience as promptly as possible as instructed hereby
3. Apply and comply with the employer's Anti-Bullying Policy as described hereby

If a worker needs further assistance, he/she may contact Karlye Dennis 604-910-3434. Additionally, more information can be found at BC Employment Standards <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>.

Updated January 1st, 2024

Our Carnival Kitchen reserves the right to amend this policy at any time.