

# ADDENDUM

Policy D.10

## Vancouver Island West School District 84 WORKPLACE BULLYING AND HARASSMENT COMPLAINT FORM

*This form is for workers to report incidents or complaints of workplace bullying and harassment to their supervisor. If the supervisor is the person engaging in bullying and harassing behaviours, then the report should be forwarded to the Superintendent of Schools/Secretary-Treasurer.*

<b>Name and contact information of complainant</b>
<b>Name of alleged bully or bullies</b>

### 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)
- any additional details that would help with an investigation, including any supporting documents.

*Please refer to "Reporting Procedures" on the back of this form.*

<b>Personal statement</b>
<i>Please use additional paper, if required.</i>

<b>Signature</b>	<b>Date</b>
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## Vancouver Island West School District 84 WORKPLACE BULLYING AND HARASSMENT REPORTING PROCEDURES

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### How to Report:

School District 84 employees can report incidents or complaints of workplace bullying and harassment either verbally or in writing. This form is to be used for written complaints. When reporting verbally, the supervisor, along with the complainant, will fill out this form.

### When to Report:

Incident or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

### Reporting Contact:

Please report any incident or complaint to your supervisor, using the Workplace Bullying and Harassment Complaint Form. If your supervisor is the person engaging in bullying and harassing behaviours, then the report should be forwarded to the Superintendent of Schools/Secretary-Treasurer.

### Alternate Reporting Contact:

If your supervisor is the person engaging in bullying and harassing behaviour, report to the Superintendent of Schools/Secretary-Treasurer.

### What to Include:

Please provide as much information as possible in this report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

### Annual Review:

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.