

QUICK GUIDE FOR STAFF AND FACULTY

Share our commitment

The university is committed to “*environments for work and study that are safe, supportive, inclusive and healthy and that foster mutual respect and civility, recognizing that people are our primary strength.*” This is a commitment that is embedded in our Strategic Plan.

UVic Policy GV0205 also reinforces this commitment by stating that “*Members of the University Community have the right to work, study and participate in activities at the university in an environment free of Discrimination and Harassment.*”

Do your part

As a member of the University Community, you are expected to actively contribute to creating and sustaining a safe and healthy workplace that is free from bullying, harassment and discrimination. Doing your part means making efforts to model respectful behaviour and not engaging in or condoning inappropriate behaviour that may constitute bullying, harassment or discrimination.

It also means:

- Familiarizing yourself with the UVic Discrimination and Harassment Policy (GV0205).
- Participating in training and following UVic procedures.
- Reporting incidents of bullying, harassment or discrimination that you experience or observe.

Ask for help

If you think bullying, harassment or discrimination is going on in the workplace, you are expected to report it. The university has a duty to act and follow-up on concerns that involve inappropriate conduct which may constitute bullying, harassment or discrimination.

How to report complaints:

- When you are able to, report any incidents of inappropriate behaviour that might constitute bullying, harassment or discrimination.
- Notify your direct supervisor, or alternatively the Equity and Human Rights Office (EQHR).
- If you believe the employer or supervisor is the alleged bully then report the situation to the next level manager in your department/faculty or to EQHR.
- Any concerns that are reported to other groups on campus will be referred to the appropriate unit for follow-up, including one or more of EQHR, Human Resources, or VPAC Faculty Relations.

Where to get assistance and additional support:

- Your supervisor
- UVic Equity and Human Rights Office
- Your Union/Association representative
- Workers’ Advisers Office (if you need help with your WorkSafe claim)
- WorkSafe Prevention Info Line (if you believe your complaint is not being addressed)
- UVic Employee & Family Assistance Program (if you require professional counselling support)
- UVic OHSE website for links to other resources, training and policy information

Members of the University Community have the right to work, study and participate in activities at the university in an environment free of Discrimination and Harassment.

Definitions at a glance

1. University of Victoria Discrimination and Harassment (Policy GV0205)

Discrimination is adverse differential treatment of a person or group of persons on the basis of a Prohibited Ground of Discrimination, as set out in the British Columbia Human Rights Code, that has the effect or purpose of unreasonably interfering with that person's or group's employment or educational status or performance or of creating a hostile or intimidating work or educational environment. Discrimination includes adverse effect or systemic discrimination which consists of entrenched and institutionalized practices, systems, and structures that operate to limit a group's or an individual's rights to opportunities or to exclude a group or an individual from participation on the basis of any Prohibited Ground of Discrimination.

Prohibited Grounds of Discrimination includes adverse race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex (including gender identity), sexual orientation, age or conviction for a criminal offence that is unrelated to the employment or intended employment.

Harassment is any behaviour that satisfies one or more of the following definitions of Harassment:

Harassment Based on a Prohibited Ground of Discrimination is behaviour directed towards another person that **a)** is abusive or demeaning; and **b)** includes a direct or indirect reference to a Prohibited Ground of Discrimination; or **c)** would be viewed by a reasonable person experiencing the behaviour as an interfering with that person's participation in a university-related activity or creating an intimidating, humiliating or hostile environment.

Sexual Harassment is behaviour of a sexual nature **a)** by a person who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; **b)** leads to or implies job or academically related consequences for the person harassed; or **c)** would be viewed by a reasonable person experiencing the behaviour as an interfering with that person's participation

in a university-related activity or creating an intimidating, humiliating or hostile environment.

Personal Harassment is behaviour directed towards members of the University Community that would be characterized by a reasonable person as **a)** abusive and demeaning; **b)** threatening or intimidating; or **c)** either interfering with the targeted person's participation in a university-related activity or creating an intimidating, humiliating or hostile environment. In addition, Personal Harassment must either abuse the power one person holds over another or misuse authority or constitute a pattern of mistreatment. In addition, Personal Harassment must either abuse the power one person holds over another or misuse authority or constitute a pattern of mistreatment. **Personal Harassment is not a)** interpersonal conflict or disagreement; **b)** the use of appropriate evaluation or discipline; or **c)** action where the harm by any objective standard is fleeting.

2. WorkSafeBC

Workplace Bullying and Harassment includes any inappropriate conduct or comment towards a worker that the person knew or ought reasonably to have known would cause that worker to be humiliated or intimidated. It can arise from co-workers, supervisors and employers, and external sources (e.g. customers, students, and visitors).

Workplace Bullying and Harassment is not expressing differences of opinion, offering constructive feedback, making a legitimate complaint about another employee's conduct and reasonable management action.

Supervisor – A person who instructs, directs and controls workers in the performance of their duties.

At UVic, supervisors include those individuals employed as Executives, Directors, Managers, Supervisors, as well as Deans, Chairs, and others who exercise supervisory responsibilities as part of their job.