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Type:	C - Institutional	Last Approved:	March 28, 2013
Executive Responsibility:	President & Vice-Chancellor	Next Review:	April, 2013
Administrative Responsibility:	Director, Human Rights and Respectful Workplace	Procedure:	21.05.001

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**STATEMENT:**

This policy is intended to protect employees and students from personal harassment and to provide a procedure for addressing personal harassment complaints. For the purposes of this policy, “personal harassment” is defined as objectionable conduct or comment directed towards a specific person(s), which serves no legitimate work or educational purpose and has the effect of creating an intimidating, humiliating, offensive, or hostile work or educational environment. Personal harassment is a broad term that includes behaviours that could be called psychological harassment or bullying.

Vancouver Island University will endeavour to provide employees and students with an environment free of personal harassment. Maintaining an appropriate work and educational environment is a goal shared by the administration and the employee unions. Members of the University community are responsible for treating other community members with respect and dignity. Education, increased awareness, and prompt action are the keys to eliminating incidents of personal harassment. The administration will assume primary responsibility for addressing personal harassment, supported by union leaders as appropriate.

The following principles will guide the response to any allegations of personal harassment:

- a. members of the University community are required to comply with the Personal Harassment Procedures;
- b. the University will endeavour to treat alleged violations of the Policy or Procedures promptly;
- c. a spirit of fairness to all parties will guide the proceedings;
- d. adherence to confidentiality is required in accordance with the Procedures;
- e. both the complainant and the respondent are entitled to a final resolution of allegations of violations of the Policy or Procedures.

## APPLICATION

This policy applies only to behaviour and incidents that are not covered by the institution's [Human Rights Policy](#). Behaviour and incidents of personal harassment in which physical force is used or where threatening statements are made that could be reasonably perceived as placing a person at risk of injury may also fall under [Policy 41.10 Prevention of Violence in the Workplace](#). In this event, the Director, Human Rights and Respectful Workplace and the Administrative Coordinator, Health and Safety Services will work together to ensure that appropriate requirements of both policies are met. The procedures under this policy will apply to all personal harassment complaints between employees and between students and employees. Complaints involving students only shall be addressed under the Student Conduct Policy.

## COMPLAINTS

Vancouver Island University shall maintain a complaint resolution procedure to ensure that complaints of personal harassment are addressed. The objective of the complaint resolution process is to restore the work or educational environment for the individual complainant and, if necessary, for the entire work or educational group.

## POTENTIAL CONSEQUENCES

Behaviour that contravenes this policy will be subject to remedial action including direction to cease the harassment, apology, and/or participation in an educational program regarding harassment. In addition, harassing behaviour may result in disciplinary action, including reprimand, suspension, or termination. Decisions under this policy may be appealed or grieved pursuant to the Complaints Procedure.

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