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## WORKPLACE BULLYING AND HARASSMENT REPORTING PROCEDURES

### 1 HOW TO REPORT

Workers at Synchro BC can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

### 2 WHEN TO REPORT

Incidents 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.

### 3 REPORTING CONTACT

Report any incidents or complaints to the Executive Director by email ([ed@synchro.bc.ca](mailto:ed@synchro.bc.ca)).

### 4 ALTERNATE REPORTING CONTACT

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behavior, contact a Board of Director without Conflicts.

### 5 WHAT TO INCLUDE IN A REPORT

Provide as much information as possible in the 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.

### 6 ANNUAL REVIEW

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

<b>Date created</b> December 1, 2014	<b>Review date</b>	<b>Date approved</b> December 13, 2014
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