



Anti-bullying Policy

This update: May 2021

Intent

The CIB and its operating arm Association for Innovation in Building and Construction (AIBC) is committed to building and preserving a safe, productive, and healthy working environment for its employees based on mutual respect. Employees have the right to work free from harm and bullying in any form, and CIB and AIBC is dedicated to ensuring employees can complete their duties without fear of bullying or harassment. All employees share in the responsibility to ensure that our workplace is a safe and welcoming place to work. In pursuit of this goal, acts of bullying against or by any employee will not be tolerated.

This policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds offensive, others may not. Usually, bullying or harassment can be distinguished from normal, mutually acceptable socializing. It is important to remember it is the perception of the receiver of the potentially offensive message that determines whether something is acceptable or not, be it spoken, a gesture, a picture, or some other form of communication which may be deemed offensive or unwelcome.

Definitions

Bullying: A repeated pattern of behaviour intended to intimidate, offend, degrade, or humiliate a particular group or person. It is also the assertion of power through aggression, targeting the competence level of the person being bullied. Although it can include physical abuse or the threat of abuse, bullying usually causes psychological rather than physical harm.

Cyberbullying: A form of bullying or harassment intended to harm others using an electronic or online medium, such as social media websites, online chat rooms, e-mail, or text messages. Also referred to as online bullying or online harassment.

Harassment: Behaviour that is hostile in nature and intends to degrade an individual or group based on personal attributes like prohibited grounds of discrimination under human rights legislation. It can include physical, verbal, written, graphic, or electronic means.

Workplace harassment: Any form of offensive, abusive treatment or hostile behaviour that creates an intimidating, hostile, or abusive work environment and endangers the health and safety of the employee.

Guidelines

Bullying and Harassment Prohibited

At CIB and AIBC, employees have the right to work without fear of bullying. Bullying can possibly cause increased absenteeism and turnover, decreased productivity, and illness or injuries due to stress. CIB and AIBC will not tolerate harassment or bullying in the workplace. Any employee who experiences or witnesses harassment or bullying should report the activity to the CEO or, if the matter involves the CEO, the Chair of the Administration Committee. All complaints will be taken seriously and investigated appropriately. Employees who submit a report or complaint of



harassment or bullying will not be subject to any form of reprisal or retaliation because of the complaint.

Examples of bullying include, but are not limited to:

- Spreading malicious rumours or gossip;
- Using derogatory names towards an employee;
- Intentionally excluding or isolating someone socially;
- Verbal or physical aggression, intimidation, or threats;
- Stealing credit for someone else's work or ideas;
- Making offensive jokes, either verbally or in writing;
- Tampering with personal belongings, work, or workspace;
- Deliberately undermining, belittling, or criticizing a person or their work;
- Constantly changing or removing responsibilities or guidelines without cause;
- Intentionally setting someone up to fail;
- Unwarranted disciplinary action; and
- Purposefully excluding an employee from future promotions.

Examples of cyberbullying include, but are not limited to:

- Sending threatening or damaging messages electronically;
- Spreading rumors through social media or e-mail;
- Electronic sabotage, such as sending viruses;
- Making slanderous remarks about the victim in public discussion areas;
- Impersonating the victim online by sending a controversial or inflammatory message which causes others to respond negatively to the victim;
- Sending offensive graphic material or pornography; or
- Creating a webpage or writing a blog entry that portrays the victim negatively.

Bullying or harassment do not include expressing differences of opinions or offering constructive feedback, guidance, or work-related advice about behaviour. Reasonable action taken by management in relation to the direction of employees, including managing performance, assigning work, and implementing disciplinary actions should not be considered bullying.

Roles and Responsibilities

Employees have a shared responsibility to ensure the workplace is free from harassment and bullying. Employees should report any instances of bullying, whether they were the target of the bullying or witness to the bullying. In all cases, where a complaint of bullying is made in good faith, the employee will not be disciplined or retaliated against in any way. As such, employees are expected to treat others with respect, and contribute to a respectful and safe work environment and report all acts of bullying to management.

CIB and AIBC will apply appropriate disciplinary actions for all incidents of harassment or bullying.

Management will:

- Promote a respectful and safe working environment;
- Ensure employee adherence to this policy;
- Investigate complaints of bullying or harassment promptly;



- Maintain a confidential file for complaints of harassment or bullying, investigations completed, and actions taken;
- Report the incident to police where appropriate; and
- Apply disciplinary action where appropriate.

Disciplinary Actions

If the findings of the investigation indicate that a violation of this policy has occurred, CIB and AIBC will administer immediate and appropriate corrective or disciplinary action, up to and including dismissal. Corrective actions will be proportional to the seriousness or repetitiveness of the offence. Verbal or written warnings, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate disciplinary actions.

Appeal Process

If either the alleged perpetrator or victim of bullying has worked through the process and feels that it has failed at some point, or that the corrective action is not consistent with the incident that led to the original complaint, an appeal can be made. The appeal must be submitted in writing to the Chair of the CIB Administration Committee, who will ensure that the appeal is processed.

Acknowledgement and Agreement

I, _____ (Employee Name), acknowledge that I have read and understand the Anti-bullying Policy - Ontario of CIB and AIBC. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____