



# Workplace Bullying and Harassment

## – How to Recognize & Respond

### Course Overview:

Effective November 2013, British Columbia's *Workers Compensation Act* has been amended to include three new policies addressing workplace bullying and harassment. Sections 115, 116 and 117 of the Act set out the general duties of employers, workers and supervisors. This online training supplement by your "workplace specific" policies and procedures will provide employees with the tools needed to comply with the legislation.

### Who Should Take the Course?

Everyone in the workplace should be educated about the legislative requirements and how to recognize, prevent, address workplace bullying and harassment.

### Course Objectives:

Upon completion of this session, the participant will be able to:

- **Define** workplace bullying and harassment
- **Recognize** workplace bullying and harassment
- **Identify** behaviours that do not constitute bullying and harassment
- **Describe** the **duties of employers, supervisors, and workers**, with respect to workplace bullying and harassment.
- **Respond** to situations involving workplace bullying and harassment

### Evaluation Process:

To complete the online training component, participants must confirm their understanding of course content by obtaining a score of 100% on a multiple choice test. Those that do not pass the test can reread the course material and retest as many times as necessary. Test questions are selected from a test 'bank' to ensure that each testing experience is unique. Upon successful completion of the test, participants can download/print a *Certificate of Completion* which includes their name and the date of training.

### Course Duration:

The session is **self-paced**. Participants each learn at their own pace, and can exit the training at any time, and return later to the point where they left off. On average, most employees will complete their training in less than **45 minutes**.