

Worker checklist

Workplace bullying and harassment

Actions to take if I believe I am being bullied and harassed

If you feel you are being bullied or harassed, you will need to take appropriate steps to report the incident, which is an obligation of all workers who are the targets of bullying and harassment. This is a suggested course of action you can follow.

Document and keep a written record of the incident(s). Consider the context and surrounding circumstances of each situation.

1.	I have read my workplace's policy statement and procedures on bullying and harassment. I understand how to make a complaint and what to expect in the investigation process.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	I am comfortable discussing the situation with the individual(s) involved.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	We can resolve the issue or concern.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	If the answer was no to question 2 or 3, then I must report the situation to the person designated in my employer's reporting procedures (e.g., supervisor, human resources, union representative, or other person). Documentation provided to: _____ Date of expected follow-up response: _____	
5.	If my employer is the person bullying and harassing me, my reporting options are identified in the employer's reporting procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	If the answer was no to question 5, then I may contact the Workers' Advisers Office, which provides advice to workers about occupational health and safety issues (1.800.663.4261), or the WorkSafeBC Prevention Information Line (1.888.621.7233).	
7.	Key people who will support me at or outside of the workplace: _____ _____	

Documenting incidents of workplace bullying and harassment

When reporting bullying and harassment as a worker, you should follow your workplace reporting procedures.

This fillable template is an example of how you could document an incident of bullying and harassment.

Date, time, location

People involved (include witnesses)

Describe the incident (what was said and done, etc.) and how it made you feel