

## PATHWAYS ABILITIES SOCIETY

### **POLICY: BULLYING**

**Applies to:** All Personnel, Volunteer, Persons Served and Tenants

Original Approval Date: November 30, 2011

Date Board Approved: September 12, 2022

Replaces Policy Dated: September 19, 2016

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Board Member's Signature

### **PREAMBLE**

Bullying is negative behavior directed towards another person in order to make the other person feel bad. At Pathways Abilities Society bullying does not include behaviors that a person might do because of a condition or syndrome. Bullying means that the person has the ability to not do the behaviours, they do it and they know it is wrong.

Bullying behavior may be obvious:

- Hitting, kicking, punching, or other behavior that hurts another person's body.
- Yelling, screaming, swearing, or other bad language.
- Teasing and calling names.
- Not allowing someone to be a part of something being done or making a person feel alone.
- Threatening to hurt someone.
- Taking someone's personal property.

Bullying behavior may not be easy to see and might include:

- Spreading rumors or false ideas about someone.
- Using the internet, social media, or phones to bother people or spread rumors about them.

Bullying behaviors are done to make another person feel bad or scared.

For employees this can also include management or other employees:

- Keeping information from the employee, on purpose, that is important to a person doing their job successfully.
- Assigning staff members to meaningless or useless tasks that have nothing to do with their job.
- Giving staff members impossible jobs they cannot do.
- Contacting co-workers unnecessarily and/ or uninvited after work hours.

### **POLICY**

Employees, volunteers, tenants and people with diverse abilities are not allowed to bully each other.

Managers and supervisors are responsible for making sure all employees, volunteers, tenants and people who have diverse abilities understand that bullying is not tolerated at Pathways Abilities Society.

Employees, volunteers, tenants and people who have diverse abilities have a responsibility to take whatever action is necessary to prevent bullying situations from happening or to act in such a manner to stop bullying from happening.

Employees, volunteers, tenants and people who have diverse abilities who feel they are being bullied are to try to fix the bullying with the person directly. If this is not possible, or uncomfortable, they are to report the bullying to the area supervisor or manager. The area supervisor or manager must immediately make sure the bullying stops. He/she reports the situation to his/her manager and either completes an incident report or documents the situation.

Employees, volunteers, tenants and people who have diverse abilities who continue to bully people may not be permitted to work, volunteer, continue renting or attend Pathways services.

Retaliation or taking action against any person who has accused someone of bullying is not allowed. Actions, including disciplinary, will be taken against any person engaging in any form of retaliation or payback.