

Workplace Harassment and Bullying: Employer Checklist



Employers have a responsibility to make sure their workplaces are healthy and safe for all employees. The most important component of a harassment and bullying prevention program is the commitment of the employer to promote mental health and prevent harassment, bullying, and other harmful behaviours.

The following checklist provides practical steps to help prevent harassment and bullying, to identify it in your workplace, and to stop it from recurring:

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| ✓ | Establish a workplace harassment prevention policy |
| | Use Developing a Policy Statement for Workplace Bullying and Harassment from WorkSafe BC to help develop your own policy. |
| | Work together with supervisors, managers, and employees to create the policy. |
| | Ensure policies apply to all managers, employees, contractors, and anyone who has a relationship with the workplace. |
| | Include bullying or harassing in the organization's performance management or discipline policy. |
| | Make a commitment to monitor and review the policy regularly and update when needed. |
| | Include training requirements, including how the communication will be provided and required. |
| | Include a clear definition for harassment and bullying. |
| ✓ | Establish a workplace harassment prevention culture |
| | Make it clear that harassment and bullying is not acceptable, will not be tolerated, and share your commitment to prevention of harassment. |
| | Provide clear examples of acceptable and unacceptable behaviour. |
| | Encourage reporting of all incidents of harassment and bullying. |
| | Work with employees to establish safe and accessible ways to report harassment and bullying (e.g. anonymous reporting, reporting through a third party, use of confidential process). |
| | Have requirements and training so supervisors and managers properly respond to reports. |
| ✓ | How to identify and stop harassment and bullying |
| | Ensure required training for all employees. View free webinars and resources at NovaSAFE.ca . |
| | Act quickly when harassment or bullying is reported. Do not wait or let it escalate. |
| | Ensure the reporting process is posted, clear and easy for all employees to access. |
| | Make sure that no retaliation happens to those reporting incidents and ensure the safety of all parties. |
| | Identify and communicate the procedure for investigating and resolving complaints. |
| | Respond to all reported incidents of harassment and bullying. |
| | Provide support services such as access to an Employee Assistance Program (EAP). |

Adapted from resources published by the Canadian Centre for Occupational Health and Safety, WCB Nova Scotia, Nova Scotia Labour, Skills and Immigration Nova Safe, and the Workers' Compensation Board of Saskatchewan Resources

Resources

[Violence Risk Assessment](#) – available under Labour, Skills and Immigration at [novascotia.ca](#)

