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Appendix A- Reporting Procedures

WORKPLACE BULLYING AND HARASSEMENT REPORTING PROCEDURES

1. How to Report:

Workers at CBID can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant will fill out the attached complaint form.

2. When to Report:

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting Contact:

Report any incidents or complaints to your superior officer.

4. Alternate Reporting Contact:

If the CBID, the immediate supervisor, or the reporting contact named in step three is the person engaging in bullying and harassing behaviour, contact the next rank up, up to and including the Fire Chief. If the Fire Chief is engaging in bullying and harassing behaviour, the complaint should be made to the Chair of the Board of Trustees.

5. What to Include in the Complaint Form:

Provide as much detail as possible in the complaint form, such as names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings can also be submitted.

6. Annual Review

These reporting procedures will be reviewed on an annual basis. All workers will be provided a copy.