

Twin City Brewing

Anti-Bullying, Harassment and Discrimination Handbook

VERSION 1.0
PUBLISHED April 2022

Prepared by:



PUBLISHED. VERSION 1.0. April 2022
©2022 JALAPENO EMPLOYEE ENGAGEMENT LTD
ALL RIGHTS RESERVED

PREFACE

How to Use the Anti-Bullying, Harassment, and Discrimination Handbook

This Handbook identifies a **general** code of conduct to guide the behavior and actions of a company's staff members and employees. All BCCB Guild members are required have an anti-harassment and anti-discrimination handbook that contains all the components of the BCCBG Anti-Harassment and DEI Code of Conduct at their company in order to remain in good standing. Guild members can develop their own handbook by either adopting the suggested Anti-Bullying, Harassment, and Discrimination Handbook template, or by developing their own handbook that encompasses the issues of bullying, harassment, and discrimination as outlined in the Code of Conduct. **When adopting the suggested Anti-Bullying, Harassment, and Discrimination Handbook template, we ask that each brewery further expand the guidelines to fit the specific needs of your organization.**

- Disclaimer that this Handbook is intended for breweries in BC and it is aligned with the rules and regulations outlined by the British Columbia Liquor and Cannabis Regulation Branch (BC LCRB)

Who to go to for Anti-Bullying, Harassment, and Discrimination Handbook Related Questions

For Handbook related questions, please contact Ken Beattie at ken@bccraftbeer.com, who is the Executive Director of the BC Guild. If you are not comfortable reaching out to Ken Beattie, please contact our independent third party, Jalapeno Employee Engagement at info@jalapeno.app to help you with tailoring this template to your own brewery needs at additional cost.

Acknowledgement

Please ask your employees to sign and return this page upon detailed and final review of the Anti-Bullying, Harassment, and Discrimination Handbook.

By my signature, I, _____, acknowledge that I have read, understand, and agree to the policies and procedures of Anti-Bullying, Harassment and Discrimination code of conduct at Twin City Brewing Company as defined in the Anti-Bullying, Harassment and Discrimination Handbook that I received.

Signature: _____

Date: _____

Table of Contents

PREFACE

[How to Use the Anti-Bullying, Harassment, and Discrimination Handbook](#)

[Who to go to for Anti-Bullying, Harassment, and Discrimination Handbook Related Questions](#)

[Acknowledgement](#)

Table of Contents

Section 1: Guiding Principles

[1.1. Twin City Brewing Company Mission](#)

[1.2. Twin City Brewing Company Vision](#)

[1.3. Definition of Diversity Equity and Inclusion](#)

[1.4. Why the Handbook Exists](#)

[1.5. Who is Responsible](#)

[1.6. How will I be Protected from Retaliation?](#)

Section 2: Bullying and Harassment

2.1. Bullying Definition

2.1.1. Physical Bullying

[Twin City Brewing Company Stance on Physical Bullying](#)

2.1.2. Verbal Bullying

[Twin City Brewing Company Stance on Verbal Bullying](#)

2.1.3. Cyberbullying

[Twin City Brewing Company Stance on Cyberbullying](#)

2.1.4. Social and Relational Bullying

[Twin City Brewing Company Stance on Social and Relational Bullying](#)

2.1.5. Microaggressions

[Twin City Brewing Company Stance on Microaggressions](#)

2.2. Harassment Definition

2.2.1. Verbal & Written Harassment

[Twin City Brewing Company Stance on Verbal & Written Harassment](#)

2.2.2. Physical & Sexual Harassment

[Twin City Brewing Company Stance on Physical & Sexual Harassment](#)

2.2.3. Visual Harassment

[Twin City Brewing Company Stance on Visual Harassment](#)

2.2.4. Harassment by Third Party

[Twin City Brewing Company Stance on Harassment by Third Party](#)

[2.3. Policies for Bullying and Harassment](#)

[2.3.1. Steps for reporting](#)

[2.3.2. Steps for investigation and what to expect during the investigation](#)

[Section 3: Discrimination](#)

[3.1. Discrimination Definition](#)

[3.1.1. Discrimination in Accommodation, Service, and Facility](#)

[Twin City Brewing Company Stance on Discrimination in Accommodation, Service, and Facility](#)

[3.1.2. Discriminatory Publication](#)

[Twin City Brewing Company Stance on Discriminatory Publication](#)

[3.1.3. Discrimination in Compensation](#)

[Twin City Brewing Company Stance on Discrimination in Compensation](#)

[3.1.4. Discrimination in Employment, Branding and Benefits](#)

[Twin City Brewing Company Statement on Discrimination in Employment, Branding, and Benefits](#)

[3.2. Types of Discrimination](#)

[3.2.1. Direct Discrimination](#)

[3.2.2. Associative Discrimination](#)

[3.2.3. Discrimination By Perception](#)

[3.2.4. Indirect Discrimination](#)

[3.2.5. Victimization](#)

[3.3. Policies for Discrimination](#)

[3.3.1. Steps for reporting](#)

[3.3.2. How to create an in-house investigation process](#)

[References](#)

This Handbook identifies a general code of conduct to guide the behavior and actions of Twin City Brewing Company members, employees and contractors.

Section 1: Guiding Principles

1.1. Twin City Brewing Company Mission

To bring people together as a community, building meaningful connections over casual food, drinks, and service that our team is passionate about crafting. Enriching lives through a fostered sense of community and interpersonal connections.

1.2. Twin City Brewing Company Vision

Our vision is to make our space, our community, and our industry along with craft beer as a whole, more inclusive and welcoming for all.

**For assistance developing vision and mission statements, please reach out to [Jalapeno Employee Engagement](mailto:info@jalapeno.app) at info@jalapeno.app*

1.3. Definition of Diversity Equity and Inclusion

- Diversity
 - Diversity entails a group's composition. It is when a group includes or involves people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc. A diverse group possesses a variety of different perspectives because it is made up of people with different backgrounds and life experiences.
- Equity
 - Equity is an action that encompasses the quality of being fair and impartial. Equity is demonstrated when people actively try to not favour one group of people over another (or one person over another).
- Inclusion
 - Inclusion entails the quality of interactions people have with one another. It is the practice or policy of being welcoming, accepting and providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.

1.4. Why the Handbook Exists

The Twin City Brewing Company Anti-Bullying, Harassment and Discrimination Handbook (the "Handbook") outlines the rules that govern behaviour for **all** Twin City Brewing Company employees and contractors who are in good standing. They inform Twin City Brewing Company employees and contractors of the behaviours that are deemed unacceptable, and they explain how to respond when the Handbook is violated. The purpose of this document is to support our staff and employees with meeting the following objectives:

- To create an inclusive workplace environment
- To provide guidance on creating safe spaces within our workplace
- To highlight the importance of eradicating bullying and harassment

1.5. Who is Responsible

Twin City Brewing Company employees and contractors are responsible for their own actions within the workplace. Therefore, employees and contractors must take responsibility for understanding the rules and regulations that are outlined in the Twin City Brewing Company Handbook. The following clarified your responsibility considering your position at Twin City Brewing Company.

- Member/Employer responsibilities
 - Developing a policy statement to prevent and address workplace bullying, harassment, and discrimination
 - Taking steps to prevent or minimize bullying, harassment, and discrimination from developing and implementing reporting procedures
 - Developing and implementing procedures for dealing with incidents and complaints
 - Informing workers about the policy statements and steps taken to prevent or minimize bullying, harassment, and discrimination
 - Training supervisors and workers about recognizing, responding to, and reporting incidents and complaints of bullying, harassment, and discrimination
 - Annually reviewing the policy statements and procedures for reporting and dealing with incidents and complaints
- Employee responsibilities
 - Not engaging in the bullying, harassment, and discrimination of others

- Reporting any bullying, harassment, and discriminatory behaviours they experience or observe in the workplace
- Applying and complying with the employer's policies and procedures
- Understanding what's meant by the term "bullying and harassment and discrimination"
- Supervisor responsibilities
 - Not engaging in the bullying, harassment, and discrimination of others
 - Applying and complying with the employer's policies and procedures on bullying, harassment, and discrimination [\[1\]](#)

1.6. How will I be Protected from Retaliation?

Retaliation of any kind is strictly forbidden and will not be accepted.

The definition of retaliation is the following:

- Taking an action that might deter a reasonable person from participating in activities protected by antidiscrimination and/or whistleblower laws.
- **Protected activities include:** complaining about discriminatory or harassing behavior; disclosing/reporting violations of law, rule or procedure or fraud or abuse; and participating in discrimination or whistleblower proceedings (such as an investigation or lawsuit). Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Retaliatory actions are broadly defined to harassing behavior, significant changes to job duties or working conditions, and even threats to take personnel actions. [\[2\]](#)

Section 2: Bullying and Harassment

2.1. Bullying Definition

Bullying is repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Bullying includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. Bullying has a hostile intent and typically involves some sort of power imbalance. Bullying **excludes** any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (see OHS policy P2-21-2 for more information).

- **Unreasonable behaviour** refers to behaviour that a reasonable person, having regard to all the circumstances, would expect to humiliate, intimidate, undermine or threaten. A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate to bullying behaviour.
- **Repeated behaviour** refers to the persistent nature of the behaviour, not the specific form the behaviour takes. Behaviour is considered repeated if an established pattern can be identified and may involve a series of diverse incidents.

What might not be considered bullying:

- It is sometimes hard to know if bullying is happening at the workplace. Bullying can be very subtle and may be more obvious once a pattern of behaviour is established. Comments that are objective and are intended to provide constructive feedback are not usually considered bullying, but rather are intended to assist the worker with their work. Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counseling staff.

Some examples of such reasonable behaviour include:

- Expressing differences of opinion;

- Offering constructive feedback, guidance, or advice about work related behaviour;
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work);
- With good reason, changing work assignments and job duties; scheduling and workloads;
- Inspecting the workplace;
- Implementing health and safety measures;
- Delivering work instructions;
- Assessing and evaluating work performance;
- Disciplinary actions;
- Any other reasonable and lawful exercise of a management function;
- Setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience;
- Allocating work fairly;
- Fairly rostering and allocating working hours;
- Transferring a worker for legitimate and explained operational reasons;
- Deciding not to select a worker for promotion, following a fair and documented process;
- Informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements;
- Informing a worker about inappropriate behaviour in an objective and confidential way;
- Implementing organizational changes or restructuring, and performance management processes. [\[3\]](#)[\[4\]](#)

2.1.1. Physical Bullying

Definition of Physical Bullying:

- Physical bullying is using one's body and physical bodily acts to exert power over others or their property.

Examples of Physical Bullying:

- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault;
- Damage to a person's work area or property;
- Stealing belongings;
- Slapping, hitting, pinching, punching, kicking, unwelcome touching;
- Being locked in a confined space, extortion, breaking or stealing belongings;
- Sexual violence or unwanted sexual touching assault. [\[5\]\[6\]](#)

Twin City Brewing Company Stance on Physical Bullying

- All forms of physical bullying are strictly prohibited. Any employer or employee or contractor covered by this policy who engages in physical bullying will be subjected to appropriate remedial action and/or disciplinary action, up to and including termination. Based on a thorough investigation of the incident and the surrounding circumstances, immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of bullying.
 - The above examples in section 2.1.1.do not represent a complete list of physical bullying. They are indicative of the type of behaviour which may constitute physical bullying in the workplace. A person's intention is irrelevant when determining if physical bullying has occurred. Physical bullying can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the bullying behaviour involves other employees, vendors, partners, community members, customers, or clients.

2.1.2. Verbal Bullying

Definition of Verbal Bullying:

- Verbal bullying is the use of words to verbally attack someone or to hurt a person's feelings

Examples of Verbal Bullying:

- Sarcasm, Spreading rumours, Threatening;
- Making negative references to one's culture, ethnicity, race, religion, gender, or sexual orientation, socioeconomic status or physical and mental health conditions;
- Unwanted sexual comments;
- Name-calling, Teasing, Cruel criticisms, Putdowns;
- Ridiculing or maligning a person or his or her family;
- Persistent insulting or humiliating comments;
- Making a person the object of jokes;
- Abusive and offensive remarks;
- Racist, sexist or homophobic comments.[\[6\]](#)

Twin City Brewing Company Stance on Verbal Bullying

- All forms of verbal bullying are strictly prohibited. Any employer or employee or contractor covered by this policy who engages in verbal bullying will be subjected to appropriate remedial action and/or disciplinary action, including termination. Based on a thorough investigation of the incident and the surrounding circumstances, immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of bullying.
 - The above examples in section 2.1.2. do not represent a complete list of verbal bullying. They are indicative of the type of behaviour which may constitute verbal bullying in the workplace. A person's intention is irrelevant when determining if verbal bullying has occurred. Verbal bullying can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the bullying behaviour involves other employees, vendors, partners, community members, customers, or clients.

2.1.3. Cyberbullying

Definition of Cyberbullying:

- Cyberbullying is the use of electronic media such as email, cell phones, text messages, Internet sites and chat rooms to physically threaten, verbally harass or socially exclude an individual or group or to damage their reputation, threaten, embarrass, intimidate, or exclude someone or to harm other people in a deliberate, repeated or hostile manner.

Examples of Cyberbullying:

- Sending threatening text messages;
- Sending embarrassing messages;
- Hacking into someone's gaming or social networking profile;
- Being rude or mean to someone online;
- Spreading Internet harassment;
- Sending unsolicited and/or threatening emails;
- Making negative references online to one's culture, ethnicity, race, religion, gender, or sexual orientation, socioeconomic status or physical and mental health conditions;
- Making unwanted sexual advances;
- Sending the victim pornography or other graphic material that is knowingly offensive;
- Encouraging others to send the victim unsolicited and/or threatening e-mails or to overwhelm the victim with e-mail messages;
- Sending viruses by e-mail (electronic sabotage);
- Spreading rumours online;
- Making defamatory comments about the victim online;
- Sending negative messages directly to the victim;
- Impersonating the victim online by sending an inflammatory, controversial or enticing message which causes others to respond negatively to the victim;
- Harassing the victim during a live chat;
- Creating online content that depicts the victim in negative ways, spreading secrets or rumours about people online;
- Imitating others online or using their log-in without permission;
- Purposely forwarding something to another person that was meant to be private;
- Recording someone, or circulating recordings of someone, without their permission [\[6\]](#)[\[7\]](#)

Twin City Brewing Company Stance on Cyberbullying

- All forms of cyberbullying are strictly prohibited. Any staff member, employer or employee covered by this policy who engages in cyberbullying will be subjected to appropriate remedial action and/or disciplinary action, including termination. Based on a thorough investigation of the incident and the surrounding circumstances, immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of bullying.
 - The above examples in section 2.1.3.do not represent a complete list of cyber bullying. They are indicative of the type of behaviour which may constitute cyberbullying in the workplace. A person's intention is irrelevant when determining if cyber bullying has occurred. cyberbullying can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the bullying behaviour involves other employees, vendors, partners, community members, customers, or clients.

2.1.4. Social and Relational Bullying

Definition of Social and Relational Bullying:

- Social and relational bullying is an attempt to and/or successfully hurting someone through excluding them, spreading rumours or ignoring them

Examples of Social and Relational Bullying:

- Persistent singling out of one person;
- Shouting or raising one's voice at an individual in public or in private;
- Using obscene or intimidating gestures;
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting);
- Personal insults and use of offensive nicknames;
- Public humiliation in any form;
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;

- Public reprimands;
- Repeatedly accusing someone of errors that cannot be documented;
- Deliberately interfering with mail and other communications;
- Spreading rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Assigning menial tasks not in keeping with the normal responsibilities of the job;
- Taking credit for another person's ideas;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings;
- Mocking other people, spreading rumours, gossiping;
- Threatening, insulting, or demeaning graffiti, notes, letters, emails, texts or telephone calls [\[6\]](#)[\[8\]](#)

Twin City Brewing Company Stance on Social and Relational Bullying

- All forms of social and relational bullying are strictly prohibited. Any staff member, employer or employee covered by this policy who engages in social and relational bullying will be subjected to appropriate remedial action and/or disciplinary action, including termination. Based on a thorough investigation of the incident and the surrounding circumstances, immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of bullying.
 - The above examples in section 2.1.4. do not represent a complete list of social and relational bullying. They are indicative of the type of behaviour which may constitute social and relational bullying in the workplace. A person's intention is irrelevant when determining if social and relational bullying has occurred. Social and relational bullying can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.

- This policy statement applies outside of the workforce and working hours when the bullying behaviour involves other employees, vendors, partners, community members, customers, or clients.

2.1.5. Microaggressions

Definition of Microaggression:

- Workplace microaggressions are subtle behaviors that affect members of marginalized groups and can add up and create even greater feelings of discomfort over time.
- Categories of workplace microaggressions include those that appear as overt discrimination, prejudicial behavior, abuse or harassment. And in some cases, the microaggressions are an unconscious behavior from the perpetrator.

Examples of Microaggressions:

- Communicating a message with actions or symbols that display insensitivity to identity stereotypes;
- Saying something that may not outright appear to be but is disrespectful or offensive to a marginalized group;
- A comment or criticism that includes an indirect put-down or belittling behaviour;
- Racial epithets put up on a wall;
- Slurs related to religion or sexuality that signal to the marginalized group that they are inferior;
- A comment that communicates that the demographic group is not respected, but the target is seen as an exception to the stereotype;
- Often seen as a compliment in the eye of the eye of the person who said it but is actually a direct insult to the person who receives it (i.e., "some of my best friends are Jews", "I don't see colour");
- Illustrates unconscious bias or prejudice;
- Judging a woman as "harsh" when she speaks with authority, taking her over in a meeting or ignoring her input;
- The following example statements: "Where are you really from?", "Your name is too hard to pronounce", "You probably won't want to work after having a baby", "You are pretty for a transgender girl", "Wow, you look great for your age"

Twin City Brewing Company Stance on Microaggressions

- All forms of microaggression are strictly prohibited. Any staff member, employer or employee covered by this policy who performs a microaggression will be subjected to appropriate remedial action and/or disciplinary action, including termination. Based on a thorough investigation of the incident and the surrounding circumstances, immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of bullying.
 - The above examples in section 2.1.5. do not represent a complete list of microaggressions. They are indicative of the type of behaviour which may constitute microaggression in the workplace. A person's intention is irrelevant when determining if a microaggression has occurred. Microaggressions can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the bullying behaviour involves other employees, vendors, partners, community members, customers, or clients.

2.2. Harassment Definition

Harassment includes improper conduct by an individual, that is directed at and offensive to another individual in the workplace. Harassment occurs when an employee is subjected to unwelcome verbal, written, visual, sexual or physical conduct because of race, religion, colour, sex, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, pregnancy, political belief, family status, sexual orientation, or criminal conviction unrelated to work. This upsetting behaviour or comments do not need to be intentional for it to be considered harassment. Any improper behavior that should reasonably be known as offensive or unwelcome is considered harassment. Harassment can be in verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents, depending on the context.

- Harassment is different from bullying because it is a form of discrimination (see section [3.1 on Discrimination](#) for further clarity).
- Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place

of employment (see the Human Resources Policy 11 - Discrimination and Harassment in the Workplace for more information)

Harassment includes, but is not limited to:

- Actions or comments that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment;
- Any objectionable comment, act or display that demeans, belittles, compromises or causes personal humiliation or embarrassment and any act of intimidation or threat;
- Offensive behaviour

Harassment DOES NOT include:

- Workplace supervision, direction and management undertaken in a good faith manner for a legitimate work purpose;
- Interpersonal conflict that is not abusive or threatening.

2.2.1. Verbal & Written Harassment

Definition of Verbal & Written Harassment:

- Refers to offensive and/or attacking words and messages that are conveyed in written and/or verbal form. It includes verbal and written comments that are offensive or unwelcome regarding a person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, pregnancy, source of income, family status, sexual orientation or other protected status, it also includes, slurs, epithets and negative stereotypes.

Examples of Verbal and Written Harassment:

- Sending emails with offensive jokes or graphics about race or religion;
- Repeatedly requesting dates or sexual favors in person or through text;
- Asking about family history of illnesses or genetic disorders;
- Making derogatory comments about someone's disability or age;
- Imitating someone's foreign accent behind their back [\[9\]](#)

Twin City Brewing Company Stance on Verbal & Written Harassment

- Twin City Brewing Company does not tolerate verbal & written harassment. Any employee or contractor or individual covered by this policy who engages in verbal & written harassment will be subjected to appropriate remedial action and/or disciplinary action including termination with or

without just cause. Based on a thorough investigation of the incident and the surrounding circumstances immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of harassment.

- The above examples 2.2.1 do not represent a complete list of verbal & written harassment. They are indicative of the type of behaviour which may constitute workplace verbal & written harassment and therefore unacceptable. A person's intention is irrelevant when determining if verbal & written harassment has occurred. Verbal & written harassment can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the harassment involves other employees, vendors, partners, community members, customers, or clients.

2.2.2. Physical & Sexual Harassment

Definition of Physical & Sexual Harassment:

- As defined in the Human Resources Policy 11 - Discrimination and Harassment in the Workplace, sexual harassment is a form of physical harassment and discrimination. It is defined as any unwelcome or unwanted comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.
- Physical harassment occurs when an individual is touched inappropriately against their will. Physical harassment in the workplace is a form of workplace violence. Behavior that intimidates, threatens, embarrasses, and/or makes an individual feel uncomfortable is considered physical harassment.

Examples of Physical and Sexual Harassment:

- Lewd hand gestures or other gestures meant to convey curse words;
- Unwanted touching of a person or their clothing;
- Blocking another employees movement;
- Sexual assault or abuse or sexual rape;

- Frequently following or standing too close to a person on purpose;
- Making sexually suggestive facial expressions;
- Playing music with offensive or degrading language;
- Sexual advances with actual or implied work-related consequences;
- Sexually explicit language

Twin City Brewing Company Stance on Physical & Sexual Harassment

- Twin City Brewing Company does not tolerate workplace violence, physical and sexual harassment. Any staff member, employer or individual covered by this policy who engages in workplace violence, physical and sexual harassment will be subjected to appropriate remedial action and/or disciplinary action including termination. Based on a thorough investigation of the incident and the surrounding circumstances immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of harassment.
 - The above examples in section 2.2.2. do not represent a complete list of workplace violence, physical and sexual harassment. They are indicative of the type of behaviour which may constitute workplace violence, physical and sexual harassment and therefore unacceptable. A person's intention is irrelevant when determining if workplace violence, physical and sexual harassment has occurred. Workplace violence, physical and sexual harassment can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the harassment involves other employees, vendors, partners, community members, customers, or clients.

2.2.3. Visual Harassment

Definition of Visual Harassment:

- Visual harassment occurs when an individual exposes parts of themselves to another person without consent of the victim and the act affects their performance or attitude. Visual harassment is an assault to a person's sight and can include unwelcome gestures, obscene letters, notes or looks and the distribution or display of any written, electronic or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or

show hostility toward an individual or group because of sex. Visual harassment typically goes hand-in-hand with other types of harassment and does not have to involve physical or verbal harassment. Forcing a person to look at insulting and sexually offensive visuals or images is considered visual harassment.

Examples of Visual Harassment:

- Wearing clothing with offensive or vulgar language;
- Displaying posters or pictures of a sexual nature;
- Showing other people sexually suggestive text messages or emails;
- Watching pornographic or violent videos;
- Drawing violent or derogatory images;
- Exposing of private parts

Twin City Brewing Company Stance on Visual Harassment

- Twin City Brewing Company does not tolerate visual harassment. Any staff member, employer or individual covered by this policy who engages in visual harassment will be subjected to appropriate remedial action and/or disciplinary action including termination. Based on a thorough investigation of the incident and the surrounding circumstances immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of harassment.
 - The above examples in section 2.2.3 do not represent a complete list of visual harassment. They are indicative of the type of behaviour which may constitute visual harassment and therefore unacceptable. A person's intention is irrelevant when determining if visual harassment has occurred. Visual harassment can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the harassment involves other employees, vendors, partners, community members, customers, or clients.

2.2.4. Harassment by Third Party

Definition of Harassment by Third Party:

- This refers to harassment that is not committed by members of the organization, but instead by an outside organization. This includes but is not limited to current customers, prospective customers, vendors, suppliers and contractors. Employers are potentially liable for the harassment of their staff or customers by people they don't themselves employ (i.e. a contractor).

Examples of Harassment by Third Party:

- A customer flirts constantly with a salesperson on your staff, making suggestive comments and asking inappropriate personal questions;
- An independent contractor refuses to work with a hearing-impaired employee because communication is “too difficult.”;
- A client intentionally touches an employee inappropriately during a business meeting and continues to do so despite the employee requesting the behaviour stops (this is considered third party harassment and sexual harassment)

Twin City Brewing Company Stance on Harassment by Third Party

- Twin City Brewing Company does not tolerate third-party harassment. Current customers, prospective customers, vendors, suppliers and contractors who engage in harassment will be subjected to appropriate remedial and legal action.
 - The above examples in section 2.2.4. do not represent a complete list of third party harassment. They are indicative of the type of behaviour which may constitute third party harassment and therefore unacceptable. A person’s intention is irrelevant when determining if third party harassment has occurred. Third party harassment can occur unintentionally, where actions which are not intended to victimize, humiliate, undermine or threaten a person actually have that effect.
- This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and online communications as well.
- This policy statement applies outside of the workforce and working hours when the harassment involves other employees, vendors, partners, community members, customers, or clients.

2.3. Policies for Bullying and Harassment

2.3.1. Steps for reporting

1. Keep a detailed record of the offense
 - a. What to include:
 - i. The names of the parties involved
 - ii. Any witnesses to the incident(s)
 - iii. The location, date, and time of the incident(s)
 - iv. Details about the incident(s) (behaviour and/or words used)
 - v. Any additional details that would help with an investigation
 - b. Relevant documents supporting the allegations could also be submitted, such as emails, handwritten notes, photographs, or physical evidence, like vandalized personal belongings.
2. File a formal complaint with your company
 - a. Depending on your company resources, employees need to know if they are reporting directly to the employer, a supervisor, a Human Resources representative, or another person assigned to handling complaints. Include the position, name, phone number and email address for the designated contact person.
 - i. Identify an alternate reporting contact for situations where the employer, supervisor, or Human Resources representative is the offender.
 - b. A complaint can be filled out by the victim of the bullying or harassment act or by a bystander on behalf of another person or group of people
3. If your employer does not have bullying and harassment policies and procedures or has not taken reasonable steps to address the incident, contact the [BC Prevention Information Line](#) and speak with a prevention officer.
 - a. You may submit a report using the [BC Bullying and Harassment Questionnaire](#), which will be reviewed by a prevention officer.

*****Please note that an annual review of the reporting procedures must take place, and the procedures must be revised if necessary.**

2.3.2. Steps for investigation and what to expect during the investigation

It is important each company develops their own process for conducting an investigation. **It is encouraged that companies try to resolve bullying and harassment issues in-house before going to the WorkSafe BC.**

1. Every employer must protect the confidentiality of involved employees to the best of their ability. The investigation must be prompt and effective while providing involved parties with updates and communicating information as necessary.
2. The accuser and alleged victim must be provided with interim protection until the investigation is complete and a decision has been made. However, separating the alleged victim from the accused may be necessary to guard against continued harassment or retaliation.
3. An appropriate investigator must be selected and should possess the following qualities:
 - a. An ability to investigate objectively without bias.
 - b. No stake in the outcome. The investigator should not have a personal relationship with the involved parties. The outcome should not directly affect the investigator's position within the organization.
 - c. Skills that include prior investigative knowledge and working knowledge of employment laws.
 - d. Strong interpersonal skills to build a rapport with the parties involved and to be perceived as neutral and fair.
 - e. Attention to detail.
 - f. The right temperament to conduct interviews.
 - g. A plan for the investigation must be planned to ensure effective and proper execution.
 - h. Develop relevant interview questions and conduct formal interviews to extract facts without leading the parties involved
 - i. Make a decision after careful and thorough investigation
 - j. For proper investigation closure, communicate the decision to all parties involved and develop a written summary of the investigation results.
4. Dependent on the severity of the offense, your organization may determine that the consequence of the offense is termination
 - a. If it leads to termination with “just cause”, the employer is no longer required to provide written notice or termination pay.
 - i. “Just Cause” = is for when termination is a consequence of severe misconduct, neglect or incompetence on the part of an employee. To be fired for on the ground of “just cause”, the employer must prove that the employee:

1. Was told clearly what the employer's reasonable standards are
 2. Was told that they weren't meeting the standards
 3. Had reasonable time and help to meet the standards
 4. Was warned that they would be fired if they did not improve their behaviour
 5. Still didn't meet the standards after all of the above
5. If it leads to termination without "just cause"
- a. **If the employer terminates the employee:** The employer must pay the final wages within 48 hours after the employee's last work day.
 - b. **If the employee quits:** The employer must pay the final wages within six days after the employee's last work day.
 - i. The amount of termination pay is dependent on the duration of the employee's employment
 1. Three months = one week of notice and/or pay
 2. One year = two weeks of notice and/or pay
 3. Three or more years = three weeks of notice and/or pay, plus one week of notice/pay for each additional year of employment (to a maximum of eight weeks)

(NB: Re 5 (b)(i) above – this is the notice required only if limited by Employment Standards Act by contract – otherwise it is based on common law and is based on four factors; age, years of service, level of position and the availability of alternate employment.)[\[10\]](#)

Section 3: Discrimination

3.1. Discrimination Definition

The differential treatment of an individual or group of people based on the following protected characteristics:

- Race
- Colour
- Ancestry
- Place of Origin
- Religion
- Sex
- Gender Identity or Expression
- Sexual Orientation
- Political Belief
- Physical Disability
- Mental Disability
- Marital Status
- Family Status
- Age
- Political Belief
- Criminal Conviction (not related to employment)

Discrimination excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (see the [BC Human Rights Code](#) for more information).

3.1.1. Discrimination in Accommodation, Service, and Facility

Definition Discrimination in Accommodation, Service, and Facility:

- Refers to poor treatment regarding a service, based on personal characteristics.
 - Note, if the poor treatment is justified, then there is no discrimination.
 - *For example, an abusive customer may be ejected from restaurant premises because there is a genuine and reasonable concern that the safety and well-being of others are endangered.*

- Service-providers have a duty to not discriminate regarding services. This includes taking the necessary steps to make someone feel comfortable in their environment. This is called the duty to accommodate.
 - “Duty to Accommodate” = refers to steps a person must take to treat someone equally. It requires a person to take all the reasonable steps for accommodation up until the point of undue hardship.
 - *For example, when a customer cannot read the menu that is provided by the restaurant, it is the restaurant’s duty to accommodate the needs of this customer by either providing them with a menu that is printed in braille or reading them the menu.*
 - *For example, an openly affectionate gay or lesbian couple may not be denied service because other guests are offended.*

Examples of Discrimination in Accommodation, Service, and Facility:

- Refusal of services, poor service, rudeness, failure to accommodate

Twin City Brewing Company Stance on Discrimination in Accommodation, Service, and Facility

- A person must not, without reasonable justification, deny, discriminate against, or show favoritism towards a person or group of people based on protected characteristics when providing accommodation, service or use of a facility that is available to the public.
 - This section does not apply if the special treatment relates to the maintenance of public decency or to the determination of premiums or benefits under contracts of life or health insurance, or on the basis of physical or mental disability or age
- Any staff member, employer or individual covered by this policy who engages in workplace discrimination will be subjected to appropriate remedial action and/or disciplinary action including termination. Based on a thorough investigation of the incident and the surrounding circumstances immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of discrimination.

3.1.2. Discriminatory Publication

Definition of Discriminatory Publication:

- A publication discriminates when it identifies a person or group of people based on protected characteristics, and this identification has harmful effects

by sparking either hatred (an evaluation that someone is evil or dangerous) or contempt (judging someone to be inferior). Publication can be in the form of print, text, email, announcement, image, and/or on **all forms** of social media (i.e. Instagram, Facebook, Tik Tok, Reddit, Ale Trail etc.)

- Communications that are private or meant to be private are not considered discriminatory publication (See [Verbal and Written Harassment](#) for discrimination in private conversations)

Examples of Discriminatory Publication:

- Flyers that pinpoint a certain person or group of people as a threat or conveys a stereotypical message;
- Website that warns others that a person or a group of people are dangerous and should be monitored for protected safety;
- An Instagram post and/or story that incorrectly associates a person or a group of people with some sort of stereotypical behaviour, which results in hatred and contempt;
- If an employee wears a t-shirt to work that identifies a certain group of people in a way that might spark hatred and/or contempt

Twin City Brewing Company Stance on Discriminatory Publication

- A person must not personally or request another person to publish, issue, port, or display any statement, publication, notice, sign, symbol, post, emblem or other representation that indicates discrimination or an intention to discriminate against a person or group of people based on protected characteristics. This includes any publication that may expose a person or a group of people to hatred or contempt.
- Twin City Brewing Company staff members recognize that they are legally liable for their online activities and publications. Twin City Brewing Company staff members are subject to disciplinary actions for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, workplace hostility or instances that reflect poorly on the Twin City Brewing Company's image
- In order for Twin City Brewing Company to protect its diverse and inclusive work environment, we encourage you to write knowledgeably, accurately, and using appropriate professionalism online.
- Do not post, like, share, and/or comment on any content that is discriminatory or has the potential of being discriminatory.

- Twin City Brewing Company staff members need to ensure their online behaviour does not create any opportunity to exclude our customers, employees, our community and other stakeholders due to differences in their point of views.
- Any staff member, employer or individual covered by this policy who engages in workplace discrimination will be subjected to appropriate remedial action and/or disciplinary action including termination. Based on a thorough investigation of the incident and the surrounding circumstances immediate termination could occur even if the person committing the act has committed no prior offences or engaged in previous acts of discrimination.

3.1.3. Discrimination in Compensation

Definition of Discrimination in Compensation:

- Unequal compensation for work that is similar or substantially similar due to the protected characteristics a person possesses. Compensation may be in the form of monetary compensation and/or stock options.

Examples of Discrimination in Compensation:

- An employer has two groups of cleaners. One group is mostly men who clean a warehouse. The other group is mostly women who clean office space. Most of the work is similar. The group who clean the office space, which consists of primarily women, is paid less.
- Mariko and John are brewers. Their duties are similar. John is paid \$20/hour and Mariko is paid \$15/hour.

Twin City Brewing Company Stance on Discrimination in Compensation

- Twin City Brewing Company must not discriminate between employees by providing someone that possesses certain protected characteristics less compensation for a job that is similar or substantially similar to the work that is being completed by someone else who possesses another protected characteristic
 - Similar or substantially similar work is determined by skill, effort, and responsibility. However, compensation may also be subject to factors in respect of pay rates such as seniority systems, merit systems and systems that measure earnings by quantity or quality of production.
- Twin City Brewing Company must not reduce the rate of pay of an employee and/or other forms of compensation in order to comply with this section.

- If an employee at Twin City Brewing Company has received less compensation for reasons outlined in this section, the employee is entitled to recover the difference between the amount paid and the amount to which the employee is entitled from the employer. However, this request cannot take place later than 12 months from the termination of the employee's services, and the request applies only to the compensation an employee should have received during the 12 month period immediately before the earlier of the date of the employee's termination or the commencement of the request.

3.1.4. Discrimination in Employment, Branding and Benefits

Definition of Discrimination in Employment, Branding, and Benefits:

- When employers have a negative effect on a victim regarding their employment due to their protected characteristics. This can include:
 - Refusing to hire
 - Denying a promotion
 - Discipline
 - Transfers
 - Denying benefits
 - Recruitment and onboarding
 - Refusing to return someone to work
 - Harassment based on a protected characteristic that negatively affects the work environment or leads to negative job-related consequences
 - Ending employment
- This section also includes when employers fail their duty to accommodate.
 - “Duty to Accommodate” = refers to steps a person must take to treat someone equally. It requires a person to take all the reasonable steps for accommodation up until the point of undue hardship.
 - For example, if an employee cannot stand on their feet for long periods of time due to a physical disability, it is the employer’s duty to accommodate the needs of this employee by either allowing them to take frequent breaks or giving them chances to sit down during their shift.

Examples of Discrimination in Employment, Branding, and Benefits:

- When a resume is overlooked by a recruiter because the owner’s name suggests they possess certain protected characteristics;

- When someone is denied a promotion because the employer believes the protected characteristics they possess make them unqualified

Twin City Brewing Company Statement on Discrimination in Employment, Branding, and Benefits

- Twin City Brewing Company must not refuse to employ or refuse to continue to employ a person as a result of the protected characteristics they possess
- Note that Twin City Brewing Company cannot refuse employment or discriminate on the basis of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.
- Twin City Brewing Company must not discriminate against a person regarding employment or any term or condition of employment because of the protected characteristics they possess
 - Note that differentiation based on age, marital status, and physical and mental disability does not apply here when it comes to providing supplementary benefits (i.e. pension plan, insurance coverage for a common law/ marital partner) and an employer's duty to accommodate
 - For example, for Twin City Brewing Company to fulfill their duty to accommodate they must identify and take into consideration different physical and mental disabilities
- Twin City Brewing Company must not refuse to refer a person for employment based on their protected characteristics
- Refusal to employ, promote, retain, or refer employees must be justified by an occupational requirement, which is a quality or an attribute that employers are allowed to consider when making decisions on the hiring and retention of employees
- All individuals must refrain from discrimination based on the following items
 - Recruitment, Selection, Promotion and Succession
 - Retention
 - Staff Training and Development
 - Access to work
 - Transfers
 - Job Retention and Return to Work
 - Parental Leave

- Flexibility and career breaks
- Supplier Diversity
- Pay, Compensations and Benefits
- Company Brand

3.2. Types of Discrimination

3.2.1. Direct Discrimination

Where someone is treated less favourably than another person because of a protected characteristic.

3.2.2. Associative Discrimination

This is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.

3.2.3. Discrimination By Perception

This is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.

3.2.4. Indirect Discrimination

This can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic

3.2.5. Victimization

This occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation

3.3. Policies for Discrimination

3.3.1. Steps for reporting

The following steps guide you through how to report a complaint if you are being

discriminated against.

1. Keep a detailed record of the offense
 - a. What to include:
 - i. The names of the parties involved
 - ii. Any witnesses to the incident(s)
 - iii. The location, date, and time of the incident(s)
 - iv. Details about the incident(s) (behaviour and/or words used)
 - v. Any additional details that would help with an investigation
 - b. Relevant documents supporting the allegations could also be submitted, such as emails, handwritten notes, photographs, or physical evidence, like vandalized personal belongings.
2. File a formal complaint with your company
 - a. Depending on your company resources, employees need to know if they are reporting directly to the employer, a supervisor, a Human Resources representative, or another person assigned to handling complaints. Include the position, name, phone number and email address for the designated contact person.
 - i. Identify an alternate reporting contact for situations where the employer, supervisor, or Human Resources representative is the offender.
 - b. A complaint can be filled out by the victim of the discriminatory act or by a bystander on behalf of another person or group of people
 - c. For detailed information on the exceptions of filing a complaint, see [BC Human Rights Code](#)
3. If your employer does not have anti-discrimination policies and procedures, or has not taken reasonable steps to address the incident, file a formal complaint with the appropriate BC Human Rights Tribunal or Commission
 - a. BC Human Rights Tribunal is a quasi-judicial body that reports to the Ministry of Attorney General
 - i. Purpose of the Human Rights Tribunal is to accept, screen, mediate, and adjudicate human rights complaints
 - ii. The Human Rights Tribunal purpose is to make sure employers act in an ethical manner, it's purpose is less about obtaining compensation for wrong-doings
 - b. BC's Office of Human Rights Commissioner is independent of government and reports to the Legislative Assembly
 - i. Purpose of the Human Rights Commissioner is to address the root causes of inequality, discrimination, and injustice in B.C. by shifting laws, policies, practices and cultures. They achieve this goal with their work through education, research, advocacy, inquiry and monitoring.

**** Please note that an annual review of the reporting procedures must take place, and the procedures must be revised if necessary.**

3.3.2. How to create an in-house investigation process

It is important each company develops their own process for conducting an investigation. **It is encouraged that companies try to resolve discriminatory issues in-house before going to the Human Rights Tribunal.**

- Below are general tips for how to build your investigation protocol:
 1. Identify a reasonable process for investigations that will work for your organization. Investigations should:
 - a. Be undertaken promptly and diligently, and be as thorough as necessary
 - b. Be fair and impartial, providing equal treatment for both the complainant and respondent in evaluating the allegations
 - c. Be sensitive to the interests of all parties, and maintain confidentiality
 - d. Be focused on finding facts and evidence, which should include interviews with the complainant, respondent, and any witnesses
 - e. Incorporate, where necessary, any need or request from the complainant or respondent for assistance during the investigation process
 2. Inform workers about what the investigation will include (i.e. interviews with the alleged target, the alleged offender, and any witnesses)
 - a. Every employer must protect the confidentiality of involved employees to the best of their ability. The investigation must be prompt and effective while providing involved parties with updates and communicating information as necessary.
 3. The accuser and alleged victim must be provided with interim protection until the investigation is complete and a decision has been made. However, separating the alleged victim from the accused may be necessary to guard against continued harassment or retaliation.
 4. Identify the roles and responsibilities of employers, supervisors, and others.
 - a. For example, employers are responsible for ensuring workplace procedures are followed; workers are expected to cooperate with investigators and provide any details of acts they have experienced

or witnessed; and supervisors or Human Resources personnel might be involved in conducting investigations.

- b. An appropriate investigator must be selected and should possess the following qualities
 - i. An ability to investigate objectively without bias.
 - ii. No stake in the outcome. The investigator should not have a personal relationship with the involved parties. The outcome should not directly affect the investigator's position within the organization.
 - iii. Skills that include prior investigative knowledge and working knowledge of employment laws.
 - iv. Strong interpersonal skills to build a rapport with the parties involved and to be perceived as neutral and fair.
 - v. Attention to detail.
 - vi. The right temperament to conduct interviews.
 - vii. A plan for the investigation must be planned to ensure effective and proper execution.
 - viii. Develop relevant interview questions and conduct formal interviews to extract facts without leading the parties involved
 - ix. Make a decision after careful and thorough investigation
 - x. For proper investigation closure, communicate the decision to all parties involved and develop a written summary of the investigation results.
5. Follow-up the investigation
 - a. Include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms. Indicate the time frame required for corrective actions to take place. This could include revising workplace procedures to prevent any future bullying and harassment incidents in the workplace.
 - b. Let workers know how the employer will deal with adverse symptoms that result from the discriminatory offence. The employer might have an employee assistance program available, or extended health benefits that enable workers to visit a psychologist.
6. Dependent on the severity of the offense, your organization may determine that the consequence of the offense is termination
 - a. If it leads to termination with “just cause”, the employer is no longer required to provide written notice or termination pay.

- i. “Just Cause” = is for when termination is a consequence of severe misconduct, neglect or incompetence on the part of an employee. To be fired for on the ground of “just cause”, the employer must prove that the employee:
 - 1. Was told clearly what the employer's reasonable standards are
 - 2. Was told that they weren't meeting the standards
 - 3. Had reasonable time and help to meet the standards
 - 4. Was warned that they would be fired if they did not improve their behaviour
 - 5. Still didn't meet the standards after all of the above
- 7. If it leads to termination without “just cause”
 - a. **If the employer terminates the employee:** The employer must pay the final wages within 48 hours after the employee's last work day.
 - b. **If the employee quits:** The employer must pay the final wages within six days after the employee's last work day.
 - i. The amount of termination pay is dependent on the duration of the employee's employment
 - 1. Three months = one week of notice and/or pay
 - 2. One year = two weeks of notice and/or pay
 - 3. Three or more years = three weeks of notice and/or pay, plus one week of notice/pay for each additional year of employment (to a maximum of eight weeks)

(NB: Re 7(b)i above – this is the notice required if limited by B.C. Employment Standards Act or by contract – otherwise it is based on common law and is based on four factors; age, years of service, level of position and the availability of alternate employment.)[\[10\]](#)

References

- [1]“WorkSafeBC Guidelines for Workers Compensation Act.” WorkSafeBC, https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-for-workers-compensation-act#SectionNumber:G-D3-115_1-3.
- [2]“What are Discrimination, Harassment, Harassing Conduct, and Retaliation?” US Department of the Interior, <https://www.doi.gov/employees/anti-harassment/definitions>.
- [3]“Bullying & harassment.” WorkSafeBC, <https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment>
- [4]“Bullying in the Workplace: OSH Answers.” Canadian Centre for Occupational Health and Safety, <https://www.ccohs.ca/oshanswers/psychosocial/bullying.html>.
- [5]“Student Services: Student Conduct and Academic Integrity: Student Rights & Responsibilities”: Harassment & Bullying.” Langara College, <https://langara.ca/student-services/student-conduct-and-academic-integrity/student-r-and-r/harassment-bullying.html>.
- [6] “Get Help – BullyingCanada.” BullyingCanada.ca, <https://www.bullyingcanada.ca/get-help/>.
- [7] “How to recognize bullying.” Canada.ca, 15 March 2016, <https://www.canada.ca/en/public-health/services/bullying/how-recognize-bullying.html>.
- [8]“Workplace Bullying Policy.” SHRM, https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_018350.aspx.
- [9]“Core policy objectives and human resources policies - Province of British Columbia.” Gov. bc. ca, 14 December 2021, <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy>.
- [10]“Quitting, getting fired or laid off - Province of British Columbia.” Gov.BC.CA, <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/termination>.