

Cyberbullying Prevention Policy



1. PURPOSE

Management of ABC Company is committed to ensuring that all employees are treated with dignity, civility and respect in the workplace. Bullying behaviour is not compatible with this commitment and will not be tolerated in any form. ABC Company has already adopted a general policy banning bullying in the workplace. The purpose of this Policy is to supplement the existing policy by addressing a specific form of bullying called cyberbullying.

This Policy is intended to comply with applicable federal, provincial and territorial occupational health and safety legislation governing workplace harassment and violence, applicable human rights legislation, and applicable privacy legislation. ABC Company will take every reasonable precaution to protect workers from cyberbullying and related workplace harassment.

2. WHAT IS CYBERBULLYING

In general, bullying is behaviour that harms, intimidates, offends, degrades or humiliates another person, whether committed by a manager, supervisor or employee.

- Persistent and excessive criticism of employees or their work without justification;
- Spreading malicious rumours;

- Belittling an employee's opinions;
- Spying, stalking or otherwise violating an employee's privacy;
- Tampering with an employee's desk, workspace or belongings;
- Deliberately excluding or ignoring an employee;
- Deliberately undermining or sabotaging an employee's work or chances to succeed;
- Verbal abuse, such as yelling, making threats and name-calling; and
- Physical abuse or aggressive behaviour, such as pushing, hitting, spitting, finger pointing or aggressively invading an employee's space.

Cyberbullying is a form of bullying that relies on the use of e-mail, the internet and other electronic means of communication. Common examples:

- Sending nasty, hostile or threatening emails, texts or other electronic messages directly to the victim;
- Cyberstalking, sexting or repeatedly sending the victim text or email messages to the point of harassment;
- Saying derogatory things about the victim on blogs, chat boards and other social media sites;
- Starting rumours or spreading gossip online;
- Impersonating the victim online, e.g., via creating a fake online profile;
- Stealing the victim's password and logging into his/her accounts;
- Signing up the victim to instant message marketing lists from inappropriate sites or spam and junk mailers;
- Posting embarrassing photos or videos of victims without their consent.

3. WHAT IS NOT BULLYING

Bullying does not include legitimate and reasonable management actions carried out in good faith, such as:

- Assigning work;
- Constructively criticizing performance;
- Disciplining employees for legitimate reasons consistent with company policy.

4. REPORTING CYBERBULLYING

Employees who experience or witness cyberbullying must report the incident as soon as reasonably possible. Reports may be made to a supervisor, manager, Human Resources, or through an alternative confidential reporting channel where available.

All reports will be documented. No employee will suffer reprisal in any form for reporting cyberbullying in good faith.

5. INVESTIGATION & RESOLUTION OF COMPLAINTS

All complaints will be investigated promptly, fairly, and objectively by a qualified and impartial individual. The investigation will include interviews with relevant parties and review of relevant electronic evidence where appropriate.

Confidentiality will be maintained to the extent possible, subject to legal obligations and the need to conduct a thorough investigation.

Where cyberbullying is substantiated, corrective action will be implemented without undue delay.

6. DISCIPLINE FOR INFRACTIONS

ABC Company maintains a zero tolerance approach toward cyberbullying. Substantiated violations of this Policy will result in appropriate disciplinary action, up to and including termination of employment, consistent with company policy and applicable legislation.

All employees and supervisors will receive training on cyberbullying prevention, reporting procedures, and anti-

reprisal protections. This Policy will be reviewed at least annually and updated as required to reflect legislative or organizational changes.