



BE IT RESOLVED:

Anti Bully Policy:

IWBC considers workplace bullying unacceptable and will not tolerate it under any circumstances. This policy shall apply to all employees, regardless of his or her employee status (i.e. managerial vs. hourly, full-time vs. part-time, employee vs. independent contractor). Any employee found in violation of this policy will be disciplined, up to and including immediate termination. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

IWBC defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

IWBC promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior.

Any employee who believes that he/she has been subjected to any form of bullying in the workplace is expected and has a responsibility to report the matter. Any complaints should be made to the President. An employee need not contact anyone that the employee believes to be an involved party. Any managerial employee who becomes aware of an alleged incident of bullying must report it to the President, or, if the matter involves the President, to the Alternate.

If an employee's complaint involves the President the complaint should be made directly to the Chairperson of the board of directors. For such complaints the requirements specified for the President in the remaining paragraphs of this Policy shall not apply. Instead, the Chairperson shall investigate the complaint and make a report to the Board. If the complaint is unsubstantiated, the complainant and the President shall be so advised. If it appears that there may be a basis for the complaint, the complaint shall be presented to the Board for further investigation and remedial action where appropriate.

The President as the case may be, shall immediately record any complaint he/she receives on a complaint form regardless of the manner in which the complaint is received, indicating the date, persons involved, and a brief statement of the complaint. The complainant shall sign the complaint form. All complaints shall be confidential to the extent possible.

The President shall conduct an investigation within 10 working days of receiving the complaint. The investigation shall include an interview with the complainant, the alleged offender, and any other persons who have knowledge of the subject of the complaint. The President or Alternate, as the case may be, within a reasonable time, make written findings and a written determination.

