



## Bullying and Harassment Policy - HOW TO GUIDE

What's next you might be thinking? On a fishing boat...really? Well depending on which end of the stick you're on, for many this is a welcome addition to the fishing industry. For others it is going to be an opportunity to learn how to run a business in a more productive and safe manner.

Did you know that bullying and harassment can create an environment that can make your crew less productive or capable of working safely?

On the other hand, a good policy can help **protect you and your employees** from groundless claims of bullying and harassment.

It's a changing world and Fish Safe is committed to helping fishermen make sense of regulations and providing tools that can make your life as an employer a bit easier.

Here is some helpful information to assist you in creating **YOUR OWN** Bullying and Harassment policy.

### ① CONDUCT EXPECTED ON BOARD

In this section make your general statement about how bullying and harassment will be dealt with on your vessel.

#### **Examples:**

Bullying and harassment is not allowed on this vessel. All crew will be treated in a fair and respectful manner. The vessel owner and master do their best to prevent or minimize bullying and harassment behavior.

Or

On this vessel we will not tolerate any bullying or harassment as defined below. The master/owner/employer will ensure that all crew are provided with a safe work environment by preventing or minimizing bullying and harassment behavior wherever possible.

### ② BULLYING AND HARASSMENT – WHAT IT IS

**In general bullying and harassment is 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. This can include:**

- Verbal aggression, yelling, swearing, calling names (derogatory, racial, sexual, etc)

- Humiliating initiation practices

The International Transport Workers and the International Chamber of Shipping provide more details:

- Displaying or circulating offensive or suggestive material (including calendars);
- Innuendo, mockery, lewd or sexist/racist/homophobic jokes or remarks;
- Comments about a person's physical appearance or character which cause embarrassment or distress;
- Unwelcome attention such as overly familiar behavior or unwelcome verbal or physical attention;
- Making or sending unwanted, sexually suggestive, hostile or personally intrusive telephone calls, text messages, emails, comments on social networks, faxes or letters;
- Unwelcome sexual advances or repeated requests for dates or threats. (Example: "Hey, my bunk is big enough for the both of us.");
- Touching, grabbing, patting or other unnecessary bodily contact such as brushing up against others, and
- Spreading malicious rumours, or insulting someone (particularly regarding age, race, sexual orientation, religion or belief).

#### **Other Examples of Bullying Behavior:**

- Verbal or physical threats or abuse, such as yelling or swearing at crew, either in public or in private, including derogatory or stereotyped statements or remarks;
- Personal insults;
- Belittling or ridiculing a person, or his/her abilities, either in private or in front of others;
- Sudden rages or displays of temper, often for trivial reasons;
- Spreading malicious rumours, or insulting someone (particularly regarding age, race, marriage, civil partnership, pregnancy and maternity, sex, disability, sexual orientation, religion or belief, and gender reassignment).

### **③ BULLYING AND HARASSMENT – WHAT IT IS NOT**

Any reasonable action taken by an employer or master relating to getting the job done.

- Assigning work;
- Expressing differences of opinion;
- Offering constructive feedback and guidance about the job;
- Managing a worker's performance and,
- Taking reasonable disciplinary action.

## ④ RESPONSIBILITIES

### Master/Owner

- Will take reasonable care to will treat all complaints of harassment and bullying seriously and in strict confidence.
- Will consider any complaint of cyber bullying to be a serious issue.
- Crew will not be penalized for making a complaint, provided it is not made maliciously.
- Will take reasonable corrective action up to and including termination of employment.

### Crew

- Will follow the vessel policy on bullying and harassment.
- Will report any incidence of bullying or harassment.
- Will not engage in any form of bullying or harassment.

## ⑤ WHAT TO DO IF YOU ARE BEING BULLIED

- Report all bullying and harassment to the master or the vessel owner that you cannot resolve on your own.
- Document the situation; time, place, witnesses

## ⑥ WHAT TO DO IF YOU ARE BEING BULLIED BY THE MASTER/EMPLOYER (vessel owner)

This section has been completed as it is required by WorkSafeBC. You can add in other options such as contacting the vessel owner if it is the skipper doing the bullying but these 2 bullet points must be included.

- If the vessel master/employer has not taken reasonable steps to address an incident, contact the **WorkSafeBC Prevention Information Line**. Call **604-276-3100 (1-888-621-7233 toll free)** to speak with a prevention officer about your master/employer's duty to take reasonable steps to prevent workplace bullying and harassment.
- If the issue has not been resolved after reporting the incident to the master/employer and discussing it with a prevention officer, you may submit a complaint to WorkSafeBC. WorkSafeBC may make further inquiries into the steps your master/employer has taken to prevent workplace bullying and harassment.

**Feeling a bit overwhelmed by the never-ending changes to regulations? We can help.**

Fish Safe's only purpose is to help fishermen come home safely and we do this by providing one-on-one help, usually on your own boat, helping you prepare for emergencies and knowing how to meet the regulations.

So give us a call – **(604) 261-9700** or email us [fishsafe@fishsafebc.com](mailto:fishsafe@fishsafebc.com) or check out our website [www.fishsafebc.com](http://www.fishsafebc.com)