



Worker Checklist

Workplace Bullying and Harassment

Actions to take if I believe I am being bullied and harassed:

If you are being bullied or harassed at work, you will need to take appropriate steps to report it, which is an obligation of all workers who are the targets of workplace bullying and harassment.

Document and keep a written record of the incident(s). Consider the context and surrounding circumstances of each situation.		
1. I have read my workplace policy statement and procedures on bullying and harassment. I understand how to make a complaint and what to expect in the investigation process.	Yes	No
2. I have read Occupational Health and Safety policy D3-116-1 Worker Duties – Workplace Bullying and Harassment .	Yes	No
3. I am comfortable discussing the situation with the individuals involved.	Yes	No
4. Can I/we resolve the issue or concern?	Yes	No
5. If the answer was no to questions 3 or 4, then report the situation to the person designated in the employer's reporting procedures (e.g., the supervisor, Human Resources representative, union representative, or other person). Include a written description and a timeline of events. Documentation provided to: Date of expected follow-up response:	Yes	No
6. If my employer is the person bullying and harassing me, my reporting options are identified in the employer's reporting procedures.	Yes	No
7. Key people who will support me (including people outside of the workplace):	Yes	No