
Code of Practice: Managing Workplace Harassment

Location: NBCC – All Locations		
Address:	Code of Practice Administrator:	Director, Employee Engagement & Culture
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This Code of Practice outlines the requirements that New Brunswick Community College (NBCC) will follow to prevent and manage workplace harassment. NBCC is committed to providing a safe, respectful, inclusive, and harassment-free work environment for all members of the College community. Workplace harassment will not be tolerated and will be addressed promptly and appropriately.

Purpose

The purpose of this Code of Practice is to meet the requirements of the New Brunswick Occupational Health and Safety Act and associated regulations related to workplace harassment, and to establish clear expectations for prevention, reporting, and response.

This Code of Practice should be used in conjunction with applicable College policies, including [Occupational Health and Safety](#), [Sexual and Gender-Based Violence](#), [Maintaining a Respectful Community](#), [Employee Code of Conduct](#), [Student Code of Conduct](#), and any applicable collective agreements.

Scope

This Code of Practice applies to all College Community Members who study, teach, conduct research, or work at or under the auspices of the College, including, but not limited to: College employees; students of the College; visiting scholars; contractors engaged by the College; and any other persons acting on behalf of, or at the request of, the College.

Definitions

Harassment is any inappropriate conduct, comment, display, action or gesture by a person that either (a) is based on a prohibited ground of discrimination under the Human Rights Act, or (b) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause offence or humiliation (Occupational Health and Safety Act (S.N.B. 1983, c. O-0.2).

Examples of harassment may include offensive jokes or comments, repeated insulting remarks, displaying offensive material, bullying or intimidation, humiliating behaviour, harassing communications (e.g., email, text, social media), or discriminatory comments based on protected grounds.

Reasonable management actions such as performance management, work assignments, operational decisions, and discipline conducted in good faith and respectfully do not constitute harassment.

REPORTING

Individuals must report incidents of harassment as soon as possible and without delay to their **Direct Manager** or **Security Personnel**. If the individual is not comfortable reporting to their manager, or if a conflict of interest exists, the incident may be reported to another Manager or to the People and Culture Department.

RESPONSIBILITIES

Function	Assigned to:
- Implement this code of practice. - Investigate incidents of workplace harassment. Ensure investigations are conducted promptly, fairly, impartially, and in a timely manner, with documented findings and recommended corrective actions. - Post notices on Health & Safety bulletin boards when there are new or revised procedures.	Director, Employee Engagement & Culture
- Provides investigation results to the affected employee in writing. - Implement corrective measures identified in the investigation report.	Direct Manager
- Adhere to this code of practice. - Report incidents of harassment as soon as possible and without delay. Incidents may be reported in person or by submitting the Injury Incident Report Form via a service desk ticket or email.	College Community Members
Complete workplace harassment training at the beginning of their employment, and periodically when the code is updated.	Employees

Confidentiality

Information related to an incident or investigation will be restricted to individuals who require it for the purposes of investigation, response, or legal compliance. While complete confidentiality cannot be guaranteed, every reasonable effort will be made to protect the privacy of all individuals involved

Reprisal

No individual will experience retaliation, reprisal, or adverse treatment for reporting workplace harassment in good faith, participating in an investigation, or providing information related to an incident. Any act of reprisal may result in corrective action.

Investigation and Communication

All reports of workplace harassment will be reviewed promptly and addressed through a fair, impartial, and timely investigation. Findings will be documented, contributing factors identified, and corrective actions recommended where appropriate.

Individuals involved in the investigation will be notified in writing when the investigation is complete and, where appropriate, provided with a summary of findings and any resulting actions, in accordance with privacy requirements.