

# Respectful Workplaces

## DEFINITIONS AND TYPES OF BULLYING

### BULLYING IS:

Repeated and unreasonable behavior directed towards a worker or a group of workers that creates a risk to health and safety.

#### It can include:



- Abusive, insulting or offensive language or comments
- Unjustified criticism or complaints



- Aggressive and intimidating conduct
- Repeated threats of dismissal or other severe punishment for no reason



- Constant ridicule and being put down
  - Humiliating a person
  - Practical jokes or initiation



- Spreading gossip or malicious rumors about a person
- Deliberately excluding someone from work-related activities



- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person's skill level
- Deliberately changing work arrangements to inconvenience a particular worker or workers



- Sabotaging a person's work, for example by denying access to supervision, consultation or other resources; withholding or supplying incorrect information; hiding or sabotaging documents or equipment; not passing on messages; and getting a person into trouble in other ways
- Interfering with someone's personal property

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## DEFINITIONS AND TYPES OF SEXUAL HARASSMENT

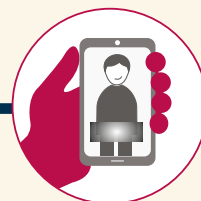
### SEXUAL HARASSMENT IS:

Unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated and/or intimidated.

It can include:



- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Unwanted invitations for sex
- Persistent requests to go out on dates
- Intrusive questions about another person's private life or body



- Inappropriate advances on social networking sites
- Sexually explicit pictures, posters, screen savers, emails, Facebook posts, instant messages including SMS, Viber, Messenger, WhatsApp
- Accessing sexually explicit internet sites at work



- Intrusive contact or conduct of a suggestive nature outside of working hours



- Behavior which would also be an offence under the criminal law



- Unwelcome touching, hugging or kissing
- Unnecessary familiarity, such as deliberately brushing up against someone



- Staring or leering

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