

**Paradise Village RV Park Inc.**  
**Workplace bullying and harassment**  
**reporting procedures**

**1. How to report**

Workers at Paradise Village RV Park can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

**2. When to report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

**3. Reporting contact**

Depending on what has occurred, the complainant may want to report to 1 of 2 people:

- 1) If the incident occurred with the complainant's immediate Supervisor or the Liaison, the complainant should report the incident to the Chair of The Board of Directors. The names and positions of The Board can be found on the Paradise Village website:

- a. <http://www.paradisevillagervpark.com/html/contactus.php>

- 2) All other incidents should be reported to the employee's Liaison.

**4. What to include in a report**

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**5. Annual review**

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

<b>Date created</b>	<b>Annual review date</b>
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## Workplace bullying and harassment complaint form

Name and contact information of complainant

Name of alleged bully or bullies

### Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature

Date