

DIVESAFE INTERNATIONAL

(A Div of Korol Marine Services Ltd)

Name of Institution: Divesafe International
Name of Policy: Student Bullying and harassment Policy
Reference code for Policy: **S211**
Implementation Date: April 10, 2010
Date of Last Revision: August 16, 2021

1. **DIVESAFE International** believes in and is committed to a trusting, safe school environment free from bullying and harassment. Any act of bullying or harassment is unacceptable. All students will be treated in a fair and respectful manner.
2. **This policy applies** to all workers and students. It included the following:
 - a. person to person
 - b. interpersonal
 - c. electronic communications, including but not limited to
 - o email,
 - o texting,
 - o social media posts
 - o and other...
3. **Definition:** Bullying and harassment includes any inappropriate conduct or comment by a person towards a student that the person knew or reasonably ought to have known would cause the person to be humiliated or intimidated. Bullying or harassment can make a person feel uncomfortable, embarrassed, offended, or intimidated.
4. **Examples:** these are examples - bullying is not limited to these examples.
 - a. verbal aggression or insults,
 - b. calling someone derogatory names,
 - c. harmful hazing or initiation practices,
 - d. vandalizing personal belongings
 - e. Spreading malicious rumors
 - f. Comments/discussion in a sexual nature
 - g. Using social media to demean, humiliate or intimidate a person
5. **A student making a COMPLAINT** will be provided with resolution options and, if appropriate, accommodation,
6. **The process for making a COMPLAINT** is as follows
 - a) **Contacts:**
 - Contact Person: Heather Kidd Administrative Manager email: heather@divesafe.com telephone: 250-287-3837
 - Alternate Contact person: Catherine Korol Director email: catherine@divesafe.com telephone 250-287-3837
 - b) The student may contact the office by any of these means:
 - Telephone
 - Email
 - In person contact
 - c) The complaint will be acknowledged within 24 hours.
 - d) An investigation will ensue
 - e) A reply to the complaint will be returned within 5 days (or as soon as the investigation is complete).

I have read this policy and agree to the contents

- o not engage in the bullying and harassment of other workers or students
- o report if bullying and harassment is observed or experienced
- o apply and comply with the company policies and procedures on bullying and harassment

Signed: _____ Date: _____