



Glenn College Bullying and Harassment Reporting Procedures

1. How to report

Students at Glenn College can report incidents or complaints of workplace bullying and harassment verbally or in writing. 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

Report any incidents or complaints to:

* Your respective Marketer(Counselor)

-OR-

* Grace yang info@gcib.ca

4. Alternate reporting contact

If the reporting contacts in Step 3 is the person engaging in bullying and harassing behaviour, if you feel uncomfortable reporting it to those contacts, or for any reason, they are unavailable; please contact the directors:

Kristian Lee, Director, online@gcc-canada.com

5. What to include in a report

In a written report please provide the following information when filling out our *Bullying and Harassment Complaint Form*:

- 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.

