BC/YUKON COMMAND
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October 22, 2026

TO: All Branches
For Information of Members of Command Executive Council

FROM: Michelle Courtney, Executive Director, BC/Yukon Command

SUBJECT: Respectful Workplace & Bullying and Harassment Training Resources

Memo 70.26

Comrades,

BC/Yukon Command has updated the Respectful Workplace and Bullying & Harassment resources available to branches. Developed with Lantern HR, these resources are intended to help branches understand their responsibilities under WorkSafeBC regulations and ensure the appropriate policies, procedures, and training are in place.

Branches with paid employees must take steps to prevent and address workplace bullying and harassment. This includes:

- Maintaining a written workplace policy and reviewing it annually.
- Establishing clear procedures for reporting concerns and responding to complaints or incidents.
- Providing annual training for workers and supervisors.
- Keep records of training completion and signed acknowledgements.

To help branches meet these requirements, the following resources are available in Branch Corner through the BC/Yukon Command website:

- **Respectful Workplace Policy:** a customizable template for branches to adapt to their workplace and review annually.
- **Investigation Procedures Template:** template on how to review, document, investigate, and respond to complaints and incidents.
- **Intro to Bullying and Harassment Presentation Slides and Video:** presentation slides and a training video that participants can complete independently or as a group. Participants receive a certificate upon completion, which should be kept on file.

Branches with paid staff must ensure workers and supervisors complete annual training. Executive members and volunteers are strongly encouraged to participate so everyone understands their role and responsibilities.

If you have any questions or need assistance, please contact your Branch Operations Advisor.

In comradeship,

Michelle