



## **POLICY ON HARASSMENT**

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Given that every individual has the right to the preservation of their dignity, honour and reputation, the College concludes that all salaried staff and students are entitled to a study- and/or work-environment free from harassment. The College denounces all harassment, as it constitutes a violation of the fundamental rights of the individual.

### **COVERAGE**

This policy applies to all men and women, and governs relationships between colleagues at work, superiors and subordinates, employees and students, as well as employees and visitors.

### **POLICY OBJECTIVES**

- To maintain a work- and/or study-climate that fosters the respect and dignity of the individual in their work relationships, and is exempt from all forms of harassment of or by management, office employees, teachers and students.
- To contribute to sensitizing, informing and training the milieu in order to prevent harassment opportunities and guarantee everyone the right to be treated equitably, without discrimination and harassment.
- To provide the required support for those who think they are being harassed, by putting in place an accessible and effective complaint-resolution procedure for grievances.

- To establish a complaint-resolution procedure that permits any alleged victims of harassment to exercise their rights in utmost confidentiality and without fear of reprisal.
- To take reasonable measures to correct and end any harassment and to impose sanctions for transgressive behaviour.

## **DEFINITIONS**

Not all insistent or bothersome behaviour can be considered harassment. For example, some middle-management staff members have the role of representing management and must insist, sometimes persistently, on the accomplishment of certain tasks and the adoption of certain behaviours in the interests of the College. Harassment is of a different level and is defined as follows:

### **Psychological harassment**

Degrading and hurtful behaviour manifesting in words, repeated posturing, behaviours per se, or acts that are hostile or undesired, and that compromise the physical or psychological autonomy or dignity of an individual, and create a toxic work environment for the victim.

One single serious event could also constitute psychological harassment if the behaviour compromises an individual's autonomy and produces a continually toxic work environment for the victim.

### **Sexual harassment**

Behaviour manifesting in repeated and undesired words, acts or behaviours that compromise the physical or psychological autonomy or dignity of a person, or create a toxic work environment for the victim, and are characterized by overt or covert sexual undertones.

## **PRINCIPLES**

- The College agrees to take all reasonable measures to prevent harassment and to stop it when brought to the attention of the College.
- The College prefers an approach that leads to an effective and rapid resolution of problems, and a complaint-resolution procedure that re-establishes a healthy work climate.
- Anyone who thinks they are or have been harassed may begin the procedure, make a complaint or attempt to redress the situation without being subject to any prejudice, or reprisals from the employer.
- Any information about the complaint and the identity of any people involved –required for dealing with a complaint, imposing disciplinary or administrative measures, or carrying out an inquiry – is treated with the utmost discretion by all parties.
- All individuals who believe they are being harassed and all individuals charged with harassment are treated with impartiality and kept informed of the progress of the file and any decision about the litigation.

## **COMPLAINT**

Any employee who believes themselves to be the subject of harassment at work should make a complaint, preferably written, using the form annexed to this policy. This complaint is to be submitted to the director of inquiries: Marie-Christine Tremblay, Academic Dean, telephone: 514.939.4405; e-mail: [mariechristine.tremblay@collegelasalle.com](mailto:mariechristine.tremblay@collegelasalle.com).

At any time, the director of inquiries may delegate follow-up of the complaint to a designate (hereinafter "designate").

The complaint-resolution procedure is in addition to, does not replace, and is not intended to contravene, any applicable laws. Furthermore, irrespective of any legal recourse before, during or after the deposition of a complaint under this policy, the director of inquiries may decide to launch or continue an inquiry.

In a situation wherein the inquiry director or designate is implicated in any manner in the complaint, the complaint should be submitted to the Director General. All complaints will be treated according to the following procedure.

### **COMPLAINT-RESOLUTION PROCEDURE**

Whenever possible, and starting within seven days of the submission of the complaint, the inquiry director will diligently carry on a full, objective and confidential inquiry.

The inquiry director will study the complaint and individually meet the plaintiff, the accused and any witnesses, obtaining written versions from all. The inquiry director and delegate have the power to collect all the information necessary to carry out this mandate.

The inquiry director or delegate will then decide if the allegations are unfounded or if they are partially or totally founded, and recommend the appropriate disciplinary or administrative measures in all cases.

The inquiry director's report is addressed to upper management, which then chooses the measures to impose and informs the parties thereof. Said upper-management report must be produced within a reasonable delay after the inquiry.

### **CLOSING CLAUSES**

Employees are responsible for maintaining appropriate behaviour such that everyone can carry out their work in a harassment-free environment.

All employees should condemn inappropriate behaviour, behave impartially and collaborate with any inquiry.

The employer expects the union to collaborate with preventing and stopping all types of harassment and maintaining a healthy, respectful work environment.

Managers have the right to exercise their authority as long as they don't abuse it. In particular, they have the right to establish objectives, delegate tasks, evaluate productivity, confer advice, give directives, ensure respect of the employer's regulations, and impose disciplinary and administrative measures. In short, they have the right to establish any measures required for the smooth functioning of the College.

Standard work conflicts, regular work stress, the normal exercise of the right to manage, work conditions, and difficult-but-inherent work restrictions are not considered to constitute psychological harassment.

Because serious prejudice can result from being accused of harassment, no complaint submitted under false pretences shall be tolerated, and any complaint submitted maliciously or in bad faith may result in measures being taken against the plaintiff.

#### *MASCULINE GENDER REFERENCE*

*In this document, the masculine gender is used to simplify the text.*

#### *INTERPRETATION*

*Should a conflict arise between the French and English interpretations, the French version takes precedence.*

