



Violence and Harassment Prevention Policy

Objectives of the Policy

This policy to prevent workplace violence and harassment aims to provide all people with a workplace free of violence and harassment. The primary purpose of this policy is prevention. To do this, it pursues the following objectives:

- ensure a workplace that promotes the physical and psychological integrity of individuals and the safeguarding of their dignity;
- contribute to the awareness, information and training of the community to prevent situations of violence and harassment at work;
- develop intervention mechanisms to prevent and stop situations of violence and harassment at work;
- establish support and support mechanisms for workplace violence and harassment.
- settle informal complaints between union members.

Definitions

For definitions to be used in the interpretation of this policy, refer to Appendix A.

Scope of the Policy

This policy applies regardless of the nature of the relationship between the person who engages in violent or harassing behaviour and the alleged victim, either in the workplace or in union-related activities. It applies inside or outside the institution.

Commitment and responsibilities

Responsibility for the application of this policy rests with the union's national executive.

The union condemns all forms of violence and harassment because they constitute an obstacle to the rights to equality, dignity and just and reasonable conditions of work. It recognizes the right of members to be protected, assisted and defended by appropriate redress mechanisms.

Situations of workplace violence and harassment are treated impartially, fairly and confidentially, and complainants should not suffer prejudice or reprisals.

Everyone has the right to be protected from violence and harassment, but they also have an obligation not to practice it.

The treatment of informal complaints

1. Before filing the formal complaint
 - a. Informal union process under current policy
2. After filing the formal complaint
 - a. If a formal complaint is drafted, this policy ceases to apply.
 - b. The Union continues to support the member but puts an end to the work under this policy.

Informal process

That the local executive mandates the Regional Vice President to deal with the informal complaint and to begin the mediation process.

The Regional Vice President is responsible for handling the informal complaint. The Regional Union Advisor supports the Regional Vice President.

Representation: Union representatives represent members in an impartial, objective, discreet and professional manner. They must not transmit confidential information at any time.

The complainant speaks to the Regional Union Advisor and indicates his or her choice as to whether he or she accepts an informal complaint resolution process. The complainant and the person who is the subject of the complaint may choose a contact person (any union member from the local executive) to accompany them during the process.

Mediation

Union representatives offer mediation to the complainant and the member against whom the complaint is made. Union representatives attend to assess the possibility of settling the dispute. If, because of a stalemate in the mediation process, the complaining party wishes to proceed with a formal complaint, the union representatives of the affected members will continue to represent them in the formal complaint process of the employer.

Mediation process

1. First individual meeting with the complainant.

A first individual meeting is scheduled between the complainant, the Regional Vice President and a member of the local executive chosen by the complainant. The Regional Union Advisor may attend the meeting if deemed necessary.

During this meeting, the complainant will be able to give his or her version of the event. The complainant and the union representatives will then try to identify the problem and potential solutions.
2. Second individual meeting with the person targeted by the complaint.

A second individual meeting is scheduled between the person targeted by the complaint, the Regional Vice President and a member of the local executive chosen by the person targeted by the complaint. The Regional Union Advisor may attend the meeting if deemed necessary.

During this meeting, the person targeted by the complaint will be able to give his or her version of the event. The person targeted by the complaint and the union representatives will then try to identify the problem and potential solutions.

3. Third group meeting with all interveners

A third meeting is scheduled between the complainant and the person targeted by the complaint, both accompanied by their respective chosen member of the local executive and the Regional Vice President. The Regional Union Advisor may attend the meeting if deemed necessary.

During this meeting, the union representatives will encourage a healthy and respectful discussion to exchange the parties' different points of view in order to find a mutually satisfactory resolution for the complainant and the person targeted by the complaint.

Adoption and revision of the policy

Only the NGA and the National Executive can modify this policy. On the other hand, the National Executive cannot repeal this policy; this power belongs to the NGA.

In order to modify this policy, the amendment procedure set out in the Constitution of UCCO-SACC-CSN has to be followed.

Appendix A — Definitions

Workplace violence

Workplace violence constitutes any action, conduct, threat or gesture of a person towards an employee in their work place that can reasonably be expected to cause harm, injury or illness to that employee.

Organizational violence

Organizational violence occurs when an individual or a group of individuals working for a given organization, by excessive behaviour in relation to known and shared standards in a given workplace, intentionally or unintentionally undermines physical or psychological integrity or the safety of another individual or group of individuals working for the organization.

Psychological harassment

Psychological harassment is a vexatious conduct that is manifested by repeated, hostile or unwanted behaviours, words, acts or actions that undermine the dignity or psychological or physical integrity of the member that results for him or her in a harmful work environment. A single serious conduct may also constitute psychological harassment if it causes such harm and has a continuing harmful effect on the member.

Discriminatory harassment

Discriminatory harassment is a conduct manifested, among others, by repeated words or gestures, to vexatious or contemptuous nature, in respect of a person or group of people because of one of the enumerated grounds of section 3 (1) of the *Canadian Human Rights Act*, RSC 1985, c H-6.

Prohibited grounds of discrimination

3 (1) For all purposes of this Act, the prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Violence and sexual harassment

Conduct manifested by words, actions or gestures of a sexual nature, repeated and unwanted, which is likely to undermine the dignity or physical or psychological integrity of the person or likely to lead to unfavourable working conditions.

Abuse of power or authority

Abuse of authority is a form of harassment and occurs when a person improperly exercises the authority or power inherent in his or her position for the purpose of compromising a person's employment, harming his or her job performance, endangering their livelihood or otherwise interfere in their career. It includes intimidation, threat, blackmail and coercion.