

**POLICY ON HARASSMENT, SEXUAL HARASSMENT  
AND PSYCHOLOGICAL HARASSMENT**

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**Effective Date:** September 28, 2011

**Originating Office:** Human Resources

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**Policy Number:** HR-38

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PREAMBLE

The University is committed to the values of civility, equity, respect, non-discrimination and an appreciation of diversity. All staff and faculty members may reasonably expect to pursue their work and other activities related to University life in a safe and civil environment. All forms of harassment are an injury to the dignity and the integrity of the individual being harassed and will not be tolerated.

Various laws such as the [Quebec Charter of Human Rights and Freedom](#), the [Civil Code of Quebec](#), the [Act Respecting Industrial Accidents and Occupational Diseases](#), the [Act Respecting Occupational Health and Safety](#) and the [Act Respecting Labour Standards](#) contain provisions or provide potential remedies related to harassment prohibited by law. Some cases of harassment may contravene provisions of the [Criminal Code](#), as well.

At the University, the [Office of Rights and Responsibilities](#) is available to assist with the resolution of University-related harassment concerns and complaints.

Nothing in this Policy shall replace or supersede any complaint, grievance or appeal procedure set out in any [collective or employee agreement](#) to which the University is a party.

PURPOSE

The purpose of this Policy is to assist the University in taking all reasonable steps to:

- maintain a climate at work which is devoid of harassment and to ensure that each staff and faculty member's right to dignity and respect is protected
- contribute to the sensitization, the education and the training of all staff and faculty members to prevent harassing behaviour
- provide the necessary support and redress to staff and faculty members who believe that they have been subjected to harassing behaviour by outlining a clear and expeditious complaint resolution process.

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### SCOPE

This Policy applies to all staff, faculty members and members of the Administration of the University unless specific provisions of a [collective or employee agreement](#) apply.

### POLICY

#### Education and Prevention

1. Preventing harassing behaviour requires increased awareness of the impact that one's actions may have on others. The University firmly believes that prevention is the best tool for the elimination of such behaviour. Accordingly, the University intends to take all necessary steps to prevent that conduct from occurring, such as affirmatively raising the subject, expressing strong disapproval and developing methods to sensitize all concerned.
2. While managers and supervisors have a positive responsibility to discourage and prevent harassing behaviour, it is also the responsibility of each staff and faculty member to maintain an appropriate standard of conduct and to ensure that harassing behaviour does not occur at work by:
  - refraining from behaviour that may be construed or is regarded as harassing by colleagues
  - taking appropriate action if such conduct occurs to prevent it from occurring again. Such action should include, if at all possible, telling the person who is misbehaving to cease the behaviour. Many people will change their behaviour if they know it offends. Other actions include reporting incidents to a manager or a supervisor, or seeking the assistance of the Advisor on Rights and Responsibilities.
3. The University will issue periodic communications to all students, staff and faculty members including:
  - an explanation of what constitutes harassing behaviour in the workplace and of the University's position in this regard

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- a review of recourses for those who believe they are the target of harassing behaviour
  - any other information deemed useful to prevent harassing behaviour and to promote civil and collegial behaviour.
4. The University will inform and train managers and supervisors with respect to the provisions of the [Act Respecting Labour Standards](#) as they relate to psychological harassment, as well as the terms of this Policy and the *Code of Rights and Responsibilities* Policy BD-3 ([“the Code”](#)).
  5. The Department of Human Resources and the Advisor on Rights and Responsibilities shall be jointly responsible for the provision of this training.

### Complaints of Harassment

6. The University will not tolerate any form of harassment as defined in articles 28 a, b and c of the [Code](#).
7. It is imperative that complaints be reported and investigated in order to assist the University in taking steps to remedy alleged situations of harassment and to prevent recurrences.
8. Any member of the University (student, staff or faculty member) who has a concern regarding the behaviour of a staff or faculty member that falls within the scope of this Policy is strongly encouraged to consult the Advisor on Rights and Responsibilities and to seek a remedy through one or more of the informal dispute resolution procedures described in the [Code](#). In the case of a concern regarding the behavior of a Vice-President, the member is strongly encouraged to consult the President and in the case of a complaint against the President, the member is strongly encouraged to consult the Chair of the Board.
9. In addition, to the extent permitted by the [collective or employee agreement](#) or relevant [University policies](#) that applies to the staff or faculty member being complained against (“the Respondent”) and with the agreement of the Respondent’s union or employee

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association, the [Code](#) contains a procedure that may be used as the formal investigation under the Respondent's [collective or employee agreement](#) or [University policy](#).