

Workplace Harassment and Violence			
Section:	Human Resources	SPP No.	HR 5.07
Issued by:	Board of Directors Motion – 23-07-01	Issued:	Jun 22, 2023
Review Cycle:	Bi-annually	Replaces:	NP 5.07
Next Review:	October 2025	Dated:	May 27, 2021

1 POLICY

- 1.01 Physical and Health Education Canada (PHE Canada) is committed to providing a supportive, respectful and safe work environment for all employees, volunteers, student volunteers, Board of Directors and independent contractors (collectively “Workers”).
- 1.02 PHE Canada will not tolerate, ignore or condone workplace discrimination, harassment, violence and any form of maltreatment by or against any Worker.
- 1.03 Every Worker has a responsibility to help promote a safe working environment. This means not engaging in, allowing, condoning or ignoring behaviours that violates this Policy.
- 1.04 PHE Canada understands that it is difficult to come forward with a complaint or report of discrimination, harassment, violence or any form of maltreatment in the workplace and recognizes a Worker’s interest in keeping the matter confidential. Consequently, PHE Canada will treat all incidents or reports of workplace discrimination, harassment, violence or any form of maltreatment confidentially to the extent possible.
- 1.05 Workplace discrimination, harassment, violence and any form of maltreatment, as well as deliberately making false accusations related to these situations will not be tolerated and may result in disciplinary and remedial action up to an including termination of employment or cancellation of contract. A violation of this policy may result in PHE Canada contacting law enforcement officials or taking legal action where necessary.
- 1.06 PHE Canada will not tolerate any form of reprisal against a Worker who, in good faith, reports a workplace discrimination, harassment, violence or any form of maltreatment occurrence or participates in any investigation under this policy.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to prevent discrimination, harassment, violence and any form of maltreatment in the workplace.
- 2.02 The purpose of this Statement of Policy and Procedure is to outline how PHE Canada will respond to allegations or incidents of discrimination, harassment, violence and any form of maltreatment in the workplace.

3 SCOPE

- 3.01 PHE Canada has designated specific organizational representatives as UCCMS Participants. **UCCMS Participants** include employees, board members, identified volunteers, consultants and active event participants.

- 3.02 This policy applies to all **Workers** in the workplace and addresses workplace discrimination, harassment, violence and any form of maltreatment from any source, including customers, other Workers, domestic/intimate partner, etc.
- 3.03 This policy applies to consumers and clients utilizing the services provided by PHE Canada, suppliers, and members of the public whose behaviour is directed at a Worker and occurs at the PHE Canada workplace or during the course of any PHE Canada business, programs, activities, and sanctioned events including, but not limited to, conferences, travel associated with PHE Canada activities, PHE Canada office environment, and any meetings.
- 3.04 This policy applies to behaviour outside of PHE Canada business, activities, and sanctioned events when such behaviour is initiated by or directed at Workers covered under this policy, and the behaviour adversely affects the PHE Canada employee, its workplace environment or working relationships, and is detrimental to the image and reputation of PHE Canada. Applicability will be determined by PHE Canada at its sole discretion.
- 3.05 This policy applies to workplace discrimination, harassment, violence and any form of maltreatment by or against any Worker. Incidents of wrongdoing or misconduct observed or experienced by Workers addressed by the **Code of Conduct and Ethics** can be reported under the terms of the **Discipline and Appeal Policy**.
- 3.06 Incidents of wrongdoing or misconduct observed or experienced by Individuals not employed or contracted by PHE Canada and is addressed by the **Code of Conduct and Ethics** can be reported under the terms of the **Discipline and Appeal Policy**.

4 RESPONSIBILITY

- 4.01 **All individuals** within PHE Canada have a responsibility for minimizing the risks of workplace discrimination, harassment, violence and any form of maltreatment.
- 4.02 **Health and Safety Representative (or Committee)**
- (a) Provide advice to employees concerned about discrimination, a threat of or actual harassment or violent situation;
 - (b) Post this Policy in a conspicuous location in the office environment;
 - (c) Promote, advance, support and ensure effective implementation of this Policy;
 - (d) Provide training on this Policy to all employees;
 - (e) Intervene immediately when threats or incidence of workplace discrimination, harassment, violence or any form of maltreatment occur;
 - (f) Prevent and terminate workplace discrimination, harassment, violence or threats of violence by:
 - (i) Communicating and supporting PHE Canada's objective to provide and maintain a workplace free of discrimination, harassment, violence and any form of maltreatment.
 - (ii) Not ignoring or condoning behaviour that is contrary to this Policy.
 - (iii) Taking all complaints seriously, conducting an initial assessment of the situation and reporting as required by this Policy.
 - (iv) Not engaging in behaviour contrary to this Policy.
 - (g) Initiate the annual review of this Policy and recommend any changes as applicable.
- 4.03 **Supervisors**
- (a) Take appropriate preventive or corrective action and to put a stop to any workplace discrimination, harassment, violence or any form of maltreatment they are aware of, whether or not a complaint is filed;

- (b) Ensure all complaints or incidents of workplace discrimination, harassment, violence and any form of maltreatment are investigated and dealt with in a fair, respectful and timely manner;
- (c) Ensure the Health and Safety Representative (or Committee) is sufficiently empowered to carry out their responsibilities.

4.04 **Employees**

- (a) Not to engage in any behaviours that may be considered discrimination, threats or acts of violence or harassment of any kind, and any form of maltreatment;
- (b) Report acts of discrimination, threats or acts of violence or harassment of any kind, and any form of maltreatment immediately;
- (c) Read and abide by this Policy;
- (d) Inform the Health and Safety Representative (or Committee) if they are at risk for domestic violence and assist the Representative (Committee) in developing a safety plan.

5 **DEFINITIONS**

5.01 **Workers:** All individuals who perform work for PHE Canada including employees, volunteers, student volunteers, Board of Directors and independent contractors.

5.02 **Discrimination:** Unfair or improper behaviour, whether intentional or not, that results in differential treatment of an Individual based on one or more of any grounds of discrimination prohibited by human rights legislation, including, but not limited to: race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identify or expression, marital status, family status, genetic characteristics or disability. A person does not have to intend to discriminate for the behaviour to be discrimination. It is enough if the person knew or ought reasonably to have known that their behaviour would be inappropriate or unwelcome.

5.03 **Harassment:** A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:

- (i) Written or verbal abuse, threats, or outbursts;
- (ii) Repeated offensive or intimidating emails, phone calls, remarks, jokes, comments, innuendo, or taunts;
- (iii) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
- (iv) Leering or other suggestive or obscene gestures;
- (v) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- (vi) Pranks, hazing or practical jokes which endanger a person's safety, or may negatively affect performance;
- (vii) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
- (viii) Deliberately excluding or socially isolating a person from a group, team or work-related social gatherings;
- (ix) Deliberately withholding information that would enable a person to do their job, perform or train;
- (x) Sabotaging someone else's work or performance;
- (xi) Gossiping or spreading malicious rumours;
- (xii) Persistent sexual flirtations, advances, requests, or invitations;
- (xiii) Physical or sexual assault;

- (xiv) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - (xv) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning;
 - (xvi) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - (xvii) Retaliation or threats of retaliation against a person who reports discrimination, harassment or violence to PHE Canada.
- 5.03 **OSIC:** Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner.
- 5.04 **Sexual Harassment:** A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- (i) Sexist jokes;
 - (ii) Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - (iii) Offering a benefit in exchange for a sexual favour;
 - (iv) Demanding hugs and physical contact;
 - (v) Bragging about sexual ability;
 - (vi) Leering (persistent sexual staring);
 - (vii) Sexual assault;
 - (viii) Display of sexually offensive material;
 - (ix) Distributing sexually explicit messages or attachments such as pictures or video files;
 - (x) Sexually degrading words used to describe an individual;
 - (xi) Requiring identification of gender identity, unwelcome inquiries into or comments about an individual's gender identity or physical appearance;
 - (xii) Inquiries or comments about an individual's sex life;
 - (xiii) Persistent, unwanted attention after a consensual relationship ends;
 - (xiv) Persistent unwelcome sexual flirtations, advances, or propositions; and
 - (xv) Persistent unwanted contact.
- 5.05 **UCCMS:** Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC.
- 5.06 **UCCMS Participant:** A representative affiliated with the organizations who has been a) designated by the organization and b) who has signed the required consent form. UCCMS Participants may include an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing the organization in any capacity.
- 5.07 **UCCMS Prohibited Behaviours:** Include, but are not limited to:
- (i) Physical Maltreatment
 - (ii) Psychological Maltreatment
 - (iii) Neglect
 - (iv) Sexual Maltreatment
 - (v) Grooming
 - (vi) Boundary Transgressions

- (vii) Discrimination
- (viii) Failing to Report
- (ix) Aiding and Abetting
- (x) Retaliation
- (xi) Interference with or Manipulation of Process
- (xii) False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all representatives and any failure to respect these expected standards of behaviour by a representative may constitute a breach of this Code.

- 5.08 **Workplace:** Any land, premise or location at, in or near which Workers perform their job duties or where activities related to work take place – including travel and social activities – and in some cases, online spaces.
- 5.09 **Workplace Harassment:** Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. See the definition of Harassment for types of behaviour that constitute Workplace Harassment when they occur in the Workplace.
- 5.10 **Workplace Violence:** The use of or threat of physical force by a person against a Worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a Worker in a Workplace that could cause physical injury to the Worker; or a statement or behaviour that it is reasonable for a Worker to interpret as a threat to exercise physical force against the Worker in a Workplace that could cause physical injury to the Worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- (i) Verbal or written threats to attack;
 - (ii) Sending or leaving threatening notes or emails;
 - (iii) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - (iv) Wielding a weapon in a Workplace;
 - (v) Hitting, pinching or unwanted touching which is not accidental;
 - (vi) Dangerous or threatening horseplay;
 - (vii) Physical restraint or confinement;
 - (viii) Blatant or intentional disregard for the safety or wellbeing of others;
 - (ix) Blocking normal movement or physical interference, with or without the use of equipment;
 - (x) Sexual violence; and
 - (xi) Any attempt to engage in the type of conduct outlined above.

6 REFERENCES

Ontario Human Rights Code
Occupational Health and Safety Act (Ontario)

7 PROCEDURES

7.01 Risk Assessment

- (a) PHE Canada's **Health and Safety Representative** (or Committee) must conduct a risk assessment in any workplace in which a risk of injury to Workers from violence or harassment arising out of their employment may be present.
- (b) When conducting the risk assessment, the Health and Safety Representative (or Committee) should consider:

- (i) The nature of interactions between Workers and the public;
 - (ii) The nature of the work environment;
 - (iii) The attributes of Workers/clients; and
 - (iv) Past history of incidents of violence in your workplace and in similar operations.
- (c) The risk assessment could include, but is not limited to:
- (i) A work site walk-about with affected Worker;
 - (ii) Selected interviews with Workers; and
 - (iii) A review of crime or incident reports.
- (d) Once the risk assessment has been conducted, reviewed and/or updated, PHE Canada and its employees are required to follow the measures and procedures noted below which set out how to control the risk of violence/harassment, summon for immediate assistance, report and investigate incidents and the potential consequences of same.

7.02 **Procedures for Summoning Immediate Assistance**

- (a) In the event of an immediate threat to a Worker's physical safety or that of someone else, the Worker should seek a safe location and call 911 immediately. Once the call has been made, the Worker should report to the **ED&CEO**.
- (b) An investigation of the incident will follow as soon as is practical after the appropriate emergency measures are taken.

7.03 **Informal Procedure for Addressing Workplace Harassment**

Workers who experience workplace harassment **may** inform the individual that the behaviour is not welcome, explain why and encourage change through education or counselling when possible:

- (a) Any Worker facing workplace harassment **may** attempt to resolve their concerns by direct communication with person(s) engaging in the unwelcome conduct - only if it is safe to do so and the Worker is comfortable with doing so;
- (b) This can be through oral or written communication, outlining the behaviour, stating it is unwelcome and that it must stop;
- (c) Consider having another person present and document details of the event, date, time and persons involved, for example; and
- (d) If the conflict is resolved satisfactorily at this stage, an occurrence or complaint report may not be required. However, if it remains unresolved, the Worker must escalate the issue as described below and elsewhere in this Policy.

7.04 **Procedures for Reporting Incidents of Workplace Discrimination, Harassment, Violence, and any form of Maltreatment**

Duty to Report

- (a) If, in good faith, a Worker believes that they, or any other Employee or Worker, has engaged in, or has been subject to discrimination, harassment, violence or any form of maltreatment, or the Worker witnesses any kind of discrimination, harassment, violence or any form of maltreatment, the Worker is required to report all of the facts of the incident.

Reporting & Sanctions – UCCMS Participants

- (b) Incidents that involve alleged Maltreatment or Prohibited Behaviour (as those terms are defined in the UCCMS) that occurred or continued as of July 1, 2023, involving a UCCMS Participant must be reported to the OSIC [<https://sportintegritycommissioner.ca/>] and will be addressed pursuant to the OSIC's policies and procedures.
- (c) Incidents that involve alleged Maltreatment or Prohibited Behaviour that occurred before July 1, 2023, may be reported to the OSIC; however, the OSIC shall determine the admissibility of such complaints in accordance with the relevant and applicable OSIC

Guidelines regarding the initial review and preliminary assessment, and the matter may only proceed pursuant to the OSIC's procedures with the express consent of the Parties involved where the Parties have not been designated by Canadian Women & Sport as a UCCMS Participant.

Incident Reporting Procedures

- (d) Any complaints involving alleged breaches of PHE Canada's policies that do not fall within **section 7.04(b) and 7.04(c)** above may be reported by any individual to the **ED&CEO or to the Independent Third Party** in writing. For the avoidance of doubt, this includes complaints referred to the Independent Third Party by the OSIC following a determination made by the OSIC that a complaint initially reported to it does not fall within its jurisdiction.
- (e) The following guidelines shall be followed in the reporting and receiving of a report with respect to an incident:
 - (i) The report shall be made immediately after the Worker becomes aware of the incident.
 - (ii) Reports of workplace discrimination, harassment, violence or any form of maltreatment shall be made to the **ED&CEO or to the Independent Case Manager**.
 - (iii) Should circumstances require, including where the concerns relate to the ED&CEO, the Worker may also report such conduct to any management team member with whom the Worker is comfortable discussing the matter.
 - (iv) The report should be in writing and must include the names of the individuals involved, and detail dates, times, places and witnesses, insofar as they are known (see **Attachment A**). This report shall be referred to as a "complaint".
 - (v) Any other person receiving a verbal report shall make a complete written account of the reporting of the "complaint", and have it reviewed and signed by the informant for accuracy.
 - (vi) If applicable, an impartial investigation of the incident will be conducted.
 - (vii) Frivolous or vexatious complaints will be dealt with seriously and subject to disciplinary actions. However, there will be no consequences for reports made in good faith.
- (f) All incidents or complaints of workplace discrimination, harassment, violence and any form of maltreatment shall be kept confidential except to the extent necessary to protect Workers, to investigate the complaint or incident, to take corrective action, or otherwise as required by law.

7.05 **Procedures to Investigate and Deal with Incidents or Complaints**

Investigation

- (a) PHE Canada will ensure that an investigation is conducted when it becomes aware of an incident of workplace discrimination, harassment, violence or any form of maltreatment or receives a complaint of discrimination, harassment, violence or any form of maltreatment. If an internal investigation is not possible or appropriate, the Independent Case Manager will be engaged and an external Investigator qualified to conduct a workplace discrimination, harassment, violence or any form of maltreatment investigation and who has knowledge of the relevant discrimination, harassment, violence or any form of maltreatment laws will be assigned to conduct the investigation.
- (b) The alleged harasser will be sent a notice by the Independent Case Manager or the ED&CEO that an investigation of a report of workplace discrimination, harassment, violence or any form of maltreatment under this Policy is being initiated and will provide the name of the Investigator. This notice will include the particulars of the incident

reported and indicate that the alleged harasser will have an opportunity to respond to the allegations (this opportunity is separate from the opportunity to participate in the investigation, if requested).

Timing of the Investigation

- (c) The investigation will be completed in a timely manner and generally within sixty (60) days or less unless there are extenuating circumstances (e.g., illness, complexity) warranting a longer investigation.

Investigation Process

- (d) The Investigator will conduct the investigation in a manner befitting the Investigator's experience and recommendations with such matters, with the following guidelines:
 - (i) The Investigator will ensure the investigation is kept confidential and identifying information is not disclosed except as necessary to conduct the investigation.
 - (ii) The Investigator will interview the Worker who allegedly experienced workplace discrimination, harassment, violence or any form of maltreatment and the alleged harasser(s), if the alleged harasser is a Worker of PHE Canada. If the alleged harasser is not a Worker, the Investigator will make reasonable efforts to interview the alleged harasser.
 - (iii) The alleged harasser(s) will be given the opportunity to respond to the specific allegations raised by the Worker.
 - (iv) The Investigator will interview any relevant witnesses employed by PHE Canada who may be identified by either the Worker who allegedly experienced the workplace discrimination, harassment, violence or any form of maltreatment, the alleged harasser(s) or any witnesses as necessary to conduct a thorough investigation. The Investigator will make reasonable efforts to interview any relevant witnesses who are not employed by PHE Canada if there are any identified.
 - (v) The Investigator will collect and review any relevant documents.
 - (vi) The Investigator will take appropriate notes and statements during interviews with the Worker who allegedly experienced workplace discrimination, harassment, violence or any form of maltreatment, the alleged harasser and any witnesses.
 - (vii) The Investigator will provide the alleged harasser with a reasonable opportunity to respond in writing or orally to the allegations. If the response is oral, the Investigator should normally confirm the content of the response with the alleged harasser in writing. If they do not respond within a reasonable timeframe set by the Investigator, or chooses not to participate in the investigation, the Investigator may proceed in the absence of their response.
 - (viii) The Investigator will prepare a written Investigator's Report summarizing the steps taken during the investigation, the complaint, the allegations of the Worker who allegedly experienced the workplace discrimination, harassment, violence or any form of maltreatment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The Investigator's Report will set out the findings of fact and come to a conclusion about whether or not, on a balance of probabilities, Workplace Discrimination, Harassment or Violence occurred.

Results of the Investigation

- (e) Within ten (10) business days of the investigation being completed or unless there are extenuating circumstance warranting a longer notification period, the Worker who allegedly experienced the workplace harassment and the alleged harasser, if they are is a Worker of PHE Canada, will be informed in writing of the outcome.

Confidentiality

- (f) Information about complaints and incidents will be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace discrimination, harassment, violence or any form of maltreatment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect Workers, to investigate the complaint or incident, or to take corrective action or otherwise as required by law. The police will be notified in all instances of reported behaviour which may constitute criminal activity, or which following an investigation is believed to constitute criminal activity.
- (g) While the investigation is on-going, the Worker who has allegedly experienced workplace discrimination, harassment, violence or any form of maltreatment, the alleged harasser(s) and any witnesses must not discuss the incident or complaint or the investigation with each other or other Workers or witnesses unless necessary to obtain advice about their rights. The Investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation or as required by law. All records of the investigation will be kept confidential.

Interim Measures While Handling A Complaint

- (h) While the investigation is underway, the **Independent Case Manager and/or ED&CEO** will consider whether interim measures are necessary to minimize contact between the complainant and the accused harasser. Interim measures will be reasonable for the circumstances and may include, but are not limited to, granting time off, suspension, assigning different shifts, etc.

Disciplinary Action

- (i) Workplace discrimination, harassment, violence or any form of maltreatment by a Worker is a serious offence. If an accusation is substantiated, the harasser will be subject to immediate disciplinary action, up to and including dismissal.
- (j) After receiving the results of the investigation, the **ED&CEO and/or Board of Directors** will consider the evidence, the nature of the discrimination, harassment, whether physical contact was involved, whether the situation was isolated, and whether there was an abuse of power to determine what is the appropriate corrective action.
- (k) Disciplinary actions may include:
 - (i) Verbal or written apologies
 - (ii) A letter of reprimand or suspension
 - (iii) A referral to counselling
 - (iv) Remedial training
 - (v) Schedule changes
 - (vi) Termination of employment
 - (vii) Referral to police or other legal authorities

7.06 **Threats by Third Parties**

- (a) In the case of a report of a potential threat of harassment or violence from a third party, such as in the case of domestic violence, the identity of the third party and identifying features will be communicated to all employees, contractors, subcontractors and others who may need to be aware in order to attempt to protect the Worker. While individual privacy will be respected to the extent possible, communication will be required as is necessary in order to address the threat.

7.07 **Unsubstantiated Complaints and Retaliation**

- (a) Intentionally accusing someone of workplace discrimination, harassment, violence or any form of maltreatment, known to be false, is a serious offence and may be subject to disciplinary action. PHE Canada reserves the right to discipline those whose complaints are frivolous or vexatious.
- (b) Any interference with the conduct of an investigation, or retaliation against the Worker filing the complaint, the alleged harasser, or witness, may itself result in disciplinary action, per the Code of Conduct and Ethics.

7.08 **Record Keeping**

- (a) PHE Canada will keep records of the investigation including:
 - (i) A copy of the complaint or details about the incident;
 - (ii) A record of the investigation including notes;
 - (iii) A copy of the Investigator's Report (if any);
 - (iv) A summary of the results of the investigation that was provided to the Worker who allegedly experienced the workplace discrimination, harassment, violence or any form of maltreatment and the alleged harasser, if a Worker of PHE Canada; and
 - (v) A copy of any corrective action taken to address the complaint or incident of workplace discrimination, harassment, violence or any form of maltreatment.
- (b) All records of the investigation will be kept confidential. Records will be kept indefinitely. If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds workplace discrimination, harassment, violence or any form of maltreatment occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

7.09 **Privacy**

The collection, use and disclosure of any personal information pursuant to this Policy is subject to PHE Canada's Privacy Policy. PHE Canada, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, Discipline Panel), shall comply with the PHE Canada's Privacy Policy in the performance of their services under this Policy.

7.10 **Records and Distribution of Decisions**

Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc. may be advised of any decisions rendered in accordance with this Policy.

7.11 **Government Agencies**

A number of government agencies have been established to prevent and redress discrimination, harassment and violence. Implementation of these procedures do not prohibit employees from reporting incidents to their respective provincial government body.

8 ATTACHMENTS

Attachment A – Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form

Formulaire de plainte de discrimination, de harcèlement, de violence ou de maltraitance en milieu de travail



Attachment A
Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form

Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form
Date:
Your Name: Position: Address: Email: Telephone:
Were you the target of the discrimination, harassment, violence or maltreatment? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you witness what you are about to report? <input type="checkbox"/> Yes <input type="checkbox"/> No Were you informed of the discrimination, harassment, violence or maltreatment by a third party? <input type="checkbox"/> Yes <input type="checkbox"/> No
Details of the complaint of workplace discrimination, harassment, violence or maltreatment: Please describe in as much detail as possible the incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. Attach additional pages if required.
Relevant documents and evidence: Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.
Signature:
This form is to be submitted to the ED&CEO or Independent Case Manager.

Pièce jointe A

Formulaire de plainte de discrimination, harcèlement, violence ou maltraitance en milieu de travail

Formulaire de plainte de discrimination, harcèlement, violence ou maltraitance en milieu de travail
Date :
Votre Nom : Fonction : Adresse : Courriel : Téléphone :
Est-ce que vous avez été victime de discrimination, harcèlement, violence ou maltraitance? <input type="checkbox"/> Oui <input type="checkbox"/> Non Est-ce que vous avez observé l'incident que vous signalez dans le présent rapport? <input type="checkbox"/> Oui <input type="checkbox"/> Non Est-ce qu'une tierce partie vous a signalé la discrimination, le harcèlement, la violence ou la maltraitance? <input type="checkbox"/> Oui <input type="checkbox"/> Non
Compte rendu de la plainte de discrimination, harcèlement, violence ou maltraitance en milieu de travail : Veuillez consigner une description aussi précise que possible de l'/des incident(s), incluant : (a) le(s) nom(s) des intervenant(s); (b) le(s) nom(s) de tout témoin à l'/aux incident(s); (c) le lieu, la date, et l'heure de l'/des incident(s); (d) les détails de l'/des incident(s) (comportement et/ou propos); (e) d'autres détails pertinents. Au besoin, joignez des pages supplémentaires.
Documents et preuves pertinents : Veuillez joindre les documents à l'appui, incluant imprimés de courriels, notes manuscrites, ou photographies. Les preuves physiques telles que les affaires personnelles vandalisées, peuvent également être soumises. Si vous avez des documents ou preuves que vous ne pouvez pas joindre aux présents, veuillez inclure une courte description dans l'espace ci-dessous.
Signature :
Ce formulaire doit être soumis à la directrice générale et chef de la direction ou au Gestionnaire de cas indépendant .