

**PREVENTING AND RESOLVING PSYCHOLOGICAL  
OR SEXUAL HARASSMENT IN THE WORKPLACE  
POLICY**

<p><b>Department responsible :</b> General Administration</p>	<p><b>Approved by :</b>  _____</p> <p style="text-align: center;">Director general</p>
<p><b>Effective date :</b> January 1<sup>st</sup> 2003</p>	<p><b>Amended :</b> March 21, 2006, October 1, 2006, June 4, 2007 and May 5, 2008, June 6, 2019 and March 16, 2021</p>
<p><b>References :</b> Policy CC 2000/01-45 Charter of Human Rights and Freedoms, (CQLR c C-12)/sections 4, 10, 10.1, 16 and 46 Civil Code of Québec/section 2087 Act respecting occupational health and safety/section 9 Act respecting labour standards/sections 81.18 and 81.19</p>	

**1. POLICY OBJECTIVES**

- 1.1 purpose This policy is intended to provide Kativik Ilisarniliriniq (hereinafter the Kativik School Board) with a framework for the prevention and handling of workplace harassment. More particularly, it aims to :
- a) ensure employees are treated respectfully, impartially and fairly, through the promotion of civic relationships;
  - b) prevent harassment, through awareness, information and employee training, early intervention and conflict resolution;
  - c) prevent harassment, inform and raise awareness among all persons present at its workplace (i.e., parents, visitors, suppliers, partners, etc.);
  - d) establish the roles and responsibilities of each person covered by this policy.



## 2. COMMITMENT

- 2.1 [responsibilities](#) The Kativik School Board recognizes that its employees are entitled to dignity, respect and a safe work environment, free of all forms of psychological or sexual harassment, including discriminatory harassment, and undertakes to take all reasonable measures to prevent and stop harassment, as soon as it becomes aware of such behavior.

The Kativik School Board undertakes to :

- a) Distribute this policy to all personnel;
- b) Inform employees of their responsibilities under this policy;
- c) Take preventative action in a situation that can lead to harassment or is likely to be;
- d) Implement a clear procedure for handling complaints;
- e) Provide the necessary support to any employee involved in a case of harassment;
- f) Handle any harassment situation diligently, fairly, impartially, and discreetly;
- g) Follow up on the application of this policy in order to assess the achievement of results and to make the necessary adjustments.

## 3. SCOPE OF THIS POLICY

- 3.1 [purpose](#) This policy applies to all work relations involving Kativik School Board employees, be it in the workplace where employees generally perform their duties, any other location where they may be called upon to work as well as any other place where employees must be present in order to perform their work (i.e., meetings, training sessions, travel, social activities organized by the employer). It also applies to communications by any technical means or other (i.e., social media, e-mails, texts, postings, letters, etc.) and all relations between an employee and a third party (student, parent, supplier or subcontractor of the Kativik School Board).



3.2 [definitions](#) Under section 81.18 of the Act respecting labour standards, psychological or sexual harassment is defined as :

“Any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature. A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.”

This definition includes discriminatory harassment based on one of the grounds set out in the Québec Charter of Human Rights and Freedoms, namely race, colour, gender, pregnancy, sexual orientation, civil status, age, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

The notion of harassment must be distinguished from other difficult situations in the workplace, namely interpersonal conflicts, work-related stress, professional constraints or the normal exercise of management rights (workplace absenteeism management, work organization, disciplinary measures, etc.).

- a) **Civility:** A behaviour that helps to maintain mutual respect in the workplace. A set of rules of conduct that focuses on the well-being of all members of a community, built on mutual respect, collaboration, courtesy and know-how.
- b) **Incivility:** A deviant behaviour in violation of the rules of mutual respect established in a workplace. Incivility is the disregard of basic life skills causing significant discomfort in the workplace and adversely affecting the work environment, efficiency, productivity and motivation.
- c) **Conflict situation:** Opposition, divergence or discord between individuals or groups, whose negative consequences on the workplace or on individuals are palpable.





- i) Determine prevention, correction and reparation measures to take in order to prevent and stop harassment;
- j) Monitor the situation until the issue has been fully resolved and the Kativik School Board has fulfilled its obligations under this policy and applicable legislation.

4.3 person in authority All representatives of the employer, school administration members, principals or centre directors in the regular sector or in adult education have the following responsibilities:

- a) Lead by example, uphold the principles governing this policy, and be familiar with the issue of harassment;
- b) Facilitate the resolution of conflicts and empower employees to create a healthy work environment in an atmosphere of civility and free of harassment;
- c) Intervene quickly to put a stop to any type of misconduct or behaviour likely to lead to harassment;
- d) Encourage all employees who believe they are the victim of harassment to resolve the issue in accordance with the procedure for managing harassment complaints;
- e) Immediately advise the Human Resources of any potential harassment situation.

4.4 personnel All employees are responsible for demonstrating respectful, collaborative behaviour in order to create and maintain a healthy work environment, free of psychological or sexual harassment. All personnel must:

- a) React promptly if they witness or are a victim of harassment, by quickly reporting the situation to a person in authority or to the Human Resources;
- b) Refrain from gossiping, spreading rumours or feeding conflicts, which only contribute to worsening problems and tensions between individuals;
- c) Stop any behaviour that may be considered harassment.

4.5 complainant The complainant has the right to:

- a) Submit a complaint and have it addressed in a prompt, sensitive and impartial manner without fear of embarrassment or reprisal;
- b) Be heard and taken seriously;





- e) Respond to allegations and submit a written response, if desired;
- f) Control the accuracy of his/her statements in the report;
- g) Be informed of the reasons for the decision regarding the complaint.

The person whose conduct is in question must:

- a) Immediately stop the unwanted or vexatious conduct at the request of the complainant or of a person in authority
- b) Promptly respond to allegations by providing sufficient detail about the events;
- c) Seriously consider mediation;
- d) Fully participate in the resolution process;
- e) Maintain the confidentiality of the complaint and of the entire resolution process.

## 5. GUIDING PRINCIPLES

- 5.1 [purpose](#) The Kativik School Board does not tolerate any form of psychological or sexual harassment. It can intervene at any time, whether or not a complaint has been filed, when there are reasonable grounds to believe that a violation of this policy has occurred.
- 5.2 [disciplinary action](#) Any employee in violation of this policy is liable to administrative or disciplinary action.  
An employee who files a frivolous complaint, made in bad faith or knowingly made false statements, is also liable to disciplinary action.
- 5.3 [all information relating to a complaint](#) All information relating to a complaint as well as the identity of the persons involved (complainant, accused or witnesses) are treated confidentially, unless this information is necessary to handle a complaint or mediation, to conduct an investigation or to impose administrative or disciplinary measures.
- 5.4 [confidentiality](#) Employees involved in the complaint process must commit to maintaining confidentiality and not discussing the issue with employees or third parties.
- 5.5 [reprisal](#) Any reprisal against an employee who uses this policy or is involved in the complaint process, including witnesses, constitutes a serious infringement and will be treated accordingly.



## 6. FINAL PROVISIONS

- 6.1 [previous provisions](#) This policy replaces all other directives of the Kativik School Board pertaining to harassment in the workplace, while respecting the policies adopted by the Council of Commissioners where applicable.





## APPENDIX B : HARASSMENT COMPLAINT FORM

I believe I am the victim of:

- psychological or sexual harassment
  - abuse of power
  - violence
  - racial harassment
  - discriminatory harassment
  - sexual harassment
  - Other (please specify)
- 

Personal information of the complainant :

Last name : \_\_\_\_\_

First name : \_\_\_\_\_

Work tel. : \_\_\_\_\_

Home tel. : \_\_\_\_\_

Personal information of the respondent (against whom the complaint is made) :

Last name : \_\_\_\_\_

First name : \_\_\_\_\_

Work tel. : \_\_\_\_\_

Home tel. : \_\_\_\_\_

Name(s) of witness(es) identified by the complainant :

First and last name : \_\_\_\_\_

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Did you express your disapproval to the accused ?

Yes  No  Specify why or why not.

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A Did you report the situation to a person in authority before submitting the complaint?

Yes  No  Specify why or why not.

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Would you consider resolving this issue through mediation?

Yes  No

Have you initiated any other processes, i.e., filing a claim with the CNESST, a grievance or other (if unionized)?

Yes  Please specify : \_\_\_\_\_ No



Describe the allegations (chronological order and detailed description of the allegations of psychological or sexual harassment: conduct, gestures, acts, verbal comments). Be as specific as possible, include dates, locations, feelings, names of witnesses if applicable.

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Effects of the alleged harassment :

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Desired solution(s) :

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Additional comments (to be completed as required) :

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Declaration :

The facts stated in this complaint form are true, to the best of my knowledge. I realize that in order to handle this complaint, the person again whom the complaint is made will be informed of the allegations against him/her and he/she will have the opportunity to respond. It is also possible that witnesses will be met and questioned. I hereby agree to maintain the confidentiality of my harassment complaint.

And I have signed at \_\_\_\_\_ (city)

On this \_\_\_\_\_ day of \_\_\_\_\_ (month, year)

\_\_\_\_\_  
(signature)



**APPENDIX C : POLICY ACKNOWLEDGMENT FORM**

I, undersigned, \_\_\_\_\_, employee of Kativik Ilisarniliriniq acknowledge having received a copy of the Preventing and Resolving Psychological or Sexual Harassment in the Workplace Policy on \_\_\_\_\_ (date).

I declare by signing this form that I have read, understood and accepted all the terms, and I agree to comply with such.

And I have signed at \_\_\_\_\_ (city)

On this \_\_\_\_\_ day of \_\_\_\_\_ (month, year)

\_\_\_\_\_  
(signature)

