



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

ANNUAL REPORT ON THE HOUSE OF COMMONS POLICY ON PREVENTING AND ADDRESSING HARASSMENT

2018-2019



Introduction

The *House of Commons Policy on Preventing and Addressing Harassment* was adopted by the Board of Internal Economy on December 9, 2014. This policy applies to:

- all Members of Parliament as employers, including House Officers whose employees' salaries are paid out of the House Officer's budget set by the Board of Internal Economy in accordance with section 16 of the *Governance and Administration By-law*;
- staff employed by
 - Members,
 - House Officers,
 - Research Offices; and
- interns and volunteers (paid or unpaid).

The Policy builds on the framework previously implemented by the Board, namely access to Finding Solutions Together, a confidential program for informal conflict management resolution, as well as to the Harassment Prevention Program, which focuses on increasing awareness and proactively stopping potential harassment in its earliest stages.

The Policy addresses prevention, processes for filing informal and formal complaints, investigating and reporting, appeals, and communicating findings. Enquiries and complaints will not always result in formal harassment investigations; they may be resolved through one of the options outlined in the Policy, such as mediation and using the tools available through the Finding Solutions Together program.

The Policy applies to Members as employers and does not cover situations between Members.

The report covers the 2018–2019 fiscal year.

Enquiries and Complaints

The reporting requirements under the Policy include reporting on complaints and their outcomes, alternate dispute resolution processes such as mediation, and the training given. To provide a more comprehensive view, the cases outlined in this report are categorized as enquiries or complaints (formal and informal). All were managed through the Office of the Chief Human Resources Officer, either by the Chief Human Resources Officer (CHRO) or by the Respectful Workplace Program, which reports to the CHRO. Enquiries may involve a request for information regarding the options available under the Policy or otherwise, and, in certain situations, the person making the enquiry may be referred to a more appropriate channel to resolve the issue. This year, an additional table has been included to show the enquiries that came through the Respectful Workplace Program. As a result, the numbers may appear to be lower in the general table than in the 2017–2018 report.

During the period covered by this report, a total of 16 cases were managed through the Office of the CHRO. Of the 16 cases managed in 2018–2019, 10 were enquiries only; of the remaining 6, 1 was

formally investigated, 1 was resolved outside the Policy and 1 was resolved by mediation. Three cases remain active. A total of 36 enquiries were also submitted to the Respectful Workplace Program.

Training and Awareness

To achieve the objectives of the Policy, significant emphasis is placed on awareness and training opportunities. As such, to ensure Members and their staff are aware of their rights and responsibilities under the *Policy on Preventing and Addressing Harassment*, the Office of the CHRO continues to work closely with the Whips' offices to this effect.

Harassment Prevention in the Workplace – online training program

A training session on harassment prevention in the workplace specifically designed for Members and their employees is offered as part of the Harassment Prevention Program, with the aim of ensuring a better understanding of the roles and responsibilities related to maintaining a harassment-free workplace, and to raise awareness about the different types of harassment. This training, available in both official languages and accessible at <http://training-formation.parl.gc.ca/harassment-prevention/>, allows the House of Commons to deliver training to targeted groups anywhere in Canada, including in Ottawa and in constituency offices. This model also eliminates travel costs for participants and instructors. During the period covered by this report, 27 participants completed the online training program. A total of 714 participants have completed it since the program was launched in 2016.

Harassment Prevention for Members – in-class training program

The Harassment Prevention Program continued to offer a three-hour in-class session on harassment prevention for Members called “Strengthening a Culture of Respect – From Awareness to Action.” Eighteen (18) sessions on harassment prevention were offered to Members between April 1, 2018 and March 31, 2019, and 325 Members have attended the sessions since they began to be delivered in February 2018.

Harassment Prevention for Members' Employees – in-class training program

A new in-class training session on harassment prevention for Members' employees was piloted from January to March 2019 to 24 Members' employees. This interactive session designed specifically for Members' employees provides information on what could constitute harassment in the workplace—including sexual harassment—and covers definitions found in the *House of Commons Policy on Preventing and Addressing Harassment*. It also provides practical tools for prevention as well as information on the resources available when assistance is needed. Most importantly, this training gives participants a better understanding of the role that employees, their supervisors and their employer play in maintaining a culture of respect in the workplace. The program is available on an ongoing basis to Members' employees through Human Resources Services.

Other training for Members' employees

Three training sessions on the Finding Solutions Together program were offered to Members' employees. These sessions were attended by a total of 25 employees from 7 different constituency offices.

Awareness tools

“Harassment-free office” and “zero tolerance” posters were created in both official languages to promote a respectful office environment. They can be accessed using the following link:

<https://source.parl.gc.ca/EN/employment-and-human-resources/ensure-a-harassment-free-workplace>.

Finally, a section on harassment prevention is prominently displayed on *Source*, the parliamentary intranet site.

Pierre Parent, CHRP
Chief Human Resources Officer
House of Commons
Ottawa, May 2019



Reporting

Table 1 – Grounds for enquiry/complaint

Grounds	Complaint	Enquiry	Total
Abuse of authority	6	3	-
Harassment	-	-	-
Discrimination	-	-	-
Sexual harassment	-	4	-
Mixed	-	3	-
Prevention	-	-	-
Total	6	10	16

Table 2 – Status of respondent

Status	Total
Member	8
Colleague / staff member	8
Other	-
Total	16

Table 3 – Gender of complainants/inquirers and respondents

Gender	Complainant/inquirer	Respondent
Male	3	12
Female	13	4
Unknown / not applicable	-	-
Total	16	16

Table 4 – Outcomes

Outcome	Abuse of Authority	Harassment	Sexual Harassment	Discrimination	Mixed	Prevention
Enquiry only	3	-	4	-	3	-
Complaint withdrawn	-	-	-	-	-	-
Informal resolution	-	-	-	-	-	-
Mediated resolution	1	-	-	-	-	-
Investigation	1	-	-	-	-	-
Resolved (other)	1	-	-	-	-	-
Non-receivable	-	-	-	-	-	-
Pending (still open)	3	-	-	-	-	-

Table 5 – Results of investigation

Result	Total
Substantiated	-
Partially substantiated	1
Not substantiated	-
Frivolous or in bad faith	-
Resolved before the end of the investigation	-

Table 6 – Related enquiries through the Respectful Workplace Program

Grounds	Enquiry
Abuse of authority	9
Harassment	9
Discrimination	-
Training	8
Other inquiries	10
Total	36