



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

FACT SHEET

Harassment and violence prevention framework

Members of the House of Commons Workplace Harassment and Violence Prevention Policy

The *Members of the House of Commons Workplace Harassment and Violence Prevention Policy* was adopted by the Board of Internal Economy on January 28, 2021, and replaced the *House of Commons Policy on Preventing and Addressing Harassment* previously approved by the Board on December 9, 2014. The new policy responds to the regulations established under Part II of the *Canada Labour Code* that came into effect on January 1, 2021, and outlines the responsibilities of both Members of Parliament, as employers, and their employees in maintaining a healthy, safe, and respectful work environment free from harassment and violence.

The policy outlines the specific duties of employers to investigate, record and report all occurrences of harassment and violence. It also strengthens the focus on the prevention of harassment and violence, the timely and effective processing of complaints, and the support to be provided to affected employees. Under the policy, the Chief Human Resources Officer (CHRO) of the House of Commons is required to present an annual statistical report to the Board of Internal Economy with information on the number, nature, and outcome of harassment and violence complaints, as well as the number of people who received training related to the policy.

The annual reports on the *Members of the House of Commons Workplace Harassment and Violence Prevention Policy* are accessible on the [Board of Internal Economy web page](#).

Code of Conduct for Members of the House of Commons

In 2015, the Standing Committee on Procedure and House Affairs first adopted the *Code of Conduct for Members of the House of Commons: Sexual Harassment Between Members*, which addresses situations between Members of Parliament. The code was then updated and approved on June 4, 2018. It ensures that Members of the House of Commons are committed to creating an environment free of sexual harassment.

Training and awareness

To achieve the objectives of the policy, mandatory training and awareness sessions are offered to both Members and their employees. This training focuses on harassment and violence prevention in the

workplace, and gives participants a better understanding of the policy framework and the roles that Members and employees play in maintaining a culture of respect in the workplace.

All new Members and employees are required to complete the training within three months after they start in their position, and again every three years.

The following training sessions are offered to Members and their employees:

Harassment prevention for Members – in-class/virtual training program

- The House Administration offers a facilitated session on harassment prevention for Members called “Strengthening a Culture of Respect – From Awareness to Action.”

Harassment prevention for Members’ employees – virtual training program

- The House Administration also offers a self-paced session on harassment and violence prevention, designed specifically for Members’ employees, which provides information on what may constitute harassment—including sexual harassment—in the workplace, and covers definitions found in the [*Members of the House of Commons Workplace Harassment and Violence Prevention Policy*](#).
- The training also presents practical tools for prevention as well as information on the resources available when assistance is needed.

Legal fees

In cases involving allegations of harassment and violence by Members, additional support to the employees and Members involved may be provided in accordance with the section on harassment of the Board of Internal Economy’s [*Legal Fees Policy*](#). If a legal issue arises in the performance of their parliamentary functions, Members must consult the Office of the Law Clerk and Parliamentary Counsel before retaining outside counsel.

Support services

The House of Commons delivers a variety of voluntary and confidential services to Members and employees involved in harassment and violence occurrences, including:

Employee and Family Assistance Program

The Employee and Family Assistance Program (EFAP) offered through Homewood Health provides confidential and immediate support for personal, work, health, and well-being issues. This voluntary support service is available at no cost to Members, House Officers, research offices and their employees, as well as to members of their immediate family. Access to all EFAP services is voluntary and confidential.

Nurse counsellors

In addition to the support provided by the EFAP, the House of Commons has three nurse counsellors available to Members, House Officers, research offices and their employees. Services provided by the nurse counsellors include coaching, counselling and support related to health, lifestyle, and wellness; referrals to the EFAP and to external specialists when appropriate; and the provision of resources. More information on these services and on the resources offered through Occupational Health and Safety can be found on *Source*, the designated House of Commons website for Members and their staff.

Respectful Workplace

The Respectful Workplace team can provide support in managing workplace conflicts and serves as the designated recipient for complaints. It offers a range of services to Members, House Officers, research offices and their employees to help with conflict resolution, including coaching, mediation, conversation facilitation, and training. Information on the services provided by the Respectful Workplace team is available on *Source*, the designated House of Commons website for Members and their staff.

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