

The Mauril-Bélanger  
Social Innovation Workshop  
(The Atelier)



Policy #

HARASSMENT PREVENTION

Adopted by the Board of Directors on \_\_\_\_\_, resolution # \_\_\_\_\_

## 1. Preamble and Statement of Principle

The Mauril-Bélanger Social Innovation Workshop (hereinafter “the Atelier”) recognizes its duty to fulfill the legal framework established by the [Ontario Human Rights Code](#) with respect to harassment and discrimination and under the [Occupational Health and Safety Act](#) with respect to harassment in the workplace.

### 1.1 Values

The Atelier promotes benevolence, engagement, solidarity, and social justice and is committed to cultivating a working atmosphere that fosters understanding and respect for human dignity within the community and one that is free from harassment and discrimination. In the same spirit, the Atelier proposes this policy, developed to foster a feminist approach as well as principles of restorative justice.

### 1.2 Commitments

The Atelier commits to:

- 1- Establishing and maintaining a fair and timely process that facilitates
  - a. Reporting alleged harassment or discrimination,
  - b. Conducting investigations in accordance with this policy in the event of a complaint.
- 2- Disseminating the policy in such a way as to make it accessible to all persons covered by it: at the AGM, with a button when becoming a member, on the website.
- 3- Taking preventive measures by offering training at the Atelier to everyone at the beginning of each year and at the Annual General Meeting.
- 4- Referring to additional training offered by the University.
- 5- Encouraging professors to refer to this policy in their course syllabus.
- 6- Taking appropriate corrective action and may, if circumstances warrant, hold persons liable under the terms and conditions of employment or other applicable internal regulations or policies.
- 7- Promoting benevolence, civility, respect, and collaboration among those covered by this policy.

### 1.3 Reprisal

An individual may file or withdraw a complaint of harassment or discrimination under this policy without fear of reprisal or threats. Parallel to the application of this policy, anyone who witnesses a violation is encouraged to disclose.

In exceptional cases where the Atelier ultimately finds that a complaint is frivolous, vexatious, or made in bad faith, the Atelier will take appropriate preventive and corrective action and may, if circumstances warrant, hold persons liable under the terms and conditions of employment or other applicable internal regulations or policies.

### 1.4 Complementarity

This policy is applicable at the Atelier, during any activity offered by the Atelier, for all members, employees and collaborators of the Atelier and is complementary to Saint Paul University's (hereinafter "the University") policy number [RHR-224-a](#), the Policy on the Prevention of Harassment and Discrimination in the Workplace and Learning.

In the event of a contradiction between the policies, that of the Atelier prevails.

Anyone subject to this policy has the right to choose whether their case will be subject to the Atelier's policy or the University's policy. When the individual chooses to file a complaint in accordance with the University's policy, this policy no longer applies.

### 1.5 Power Relationship

The Atelier recognizes that there is an inherent power relationship between a person in a position of authority and the person under his or her authority. The resulting abuse of power can lead to a situation of harassment. This form of harassment occurs when a person improperly exercises the authority or power related to his or her position with the aim of compromising a person's employment or studies, of impairing his or her performance. It includes, and is not limited to, intimidation, threats, and blackmail. This recognition is considered in the application of this policy as well as in the investigation that may be initiated following the filing of a complaint or when a situation is disclosed.

### 1.6 Confidentiality

Complaints of harassment or discrimination will be handled confidentially and in accordance with Ontario's [Freedom of Information and Protection of Privacy Act](#).

All persons involved in reporting or investigating harassment or discrimination must respect the confidentiality of the information to protect others from unsubstantiated allegations, safeguard the rights of those affected by the allegations, and maintain the integrity of the investigation process.

## 2. Objective

The purpose of this policy is to affirm the Atelier's commitment to preventing and ending any situation of violence, psychological harassment, or sexual harassment within its organization, including any form of discriminatory harassment or abuse of power. It also aims to

- Establish the principles of intervention that are applied by the Atelier when a complaint is filed, or a harassment situation is reported to an employee or a member of the Board of Directors of the Atelier.
- Foster a feminist, restorative justice approach, which is inclusive and offers an alternative to those targeted by this policy.
- Promote a safe environment for those covered by the policy.
- Provide appropriate resources and support to those affected by this policy.

## 3. Scope of Application

This policy applies to:

- Employees,
- Members,
- Members of the Board of Directors (hereinafter "the Board"),
- Partners,
- Collaborators,
- Visitors, and
- Suppliers.

of the Atelier who visit the co-working space, who participate in the activities or who interact during events, both virtual and otherwise, that are organized by the Atelier. It governs all employment-related activities, both in and outside the workplace, as well as during or outside normal working hours, for example, during training events, outings for the purpose of employer representation, or social activities.

## 4. Definitions

The definitions below can be found in the [Ontario Human Rights Code](#) and the [Occupational Health and Safety Act](#).

### 4.1 Discrimination

- a) A distinction, whether intentional or unintentional, direct, or indirect, based on race, ancestry, ethnic origin, creed, place of origin, colour, citizenship, sex, sexual orientation, gender identity and expression, age, pregnancy, marital status, family status, criminal record, political allegiance, religious belief, disability or means of coping with a disability; and
- b) Which has the effect of creating barriers or obligations, disadvantages or situations of unequal treatment that deprive a person, in whole or in part, of the opportunity to avail himself of political, social or economic privileges, advantages or rights accessible to other members of society.

### 4.2 Systemic Discrimination

A situation where a given group of people is treated differently without this being the result of any intention. It arises when a condition, qualification, or factor, without being overtly discriminatory, results in an exclusion, restriction, or preference towards a group of persons who possess one of the characteristics set out in 4.1(a) in the definition of discrimination above. Systemic discrimination does not constitute systemic discrimination where the condition, qualification or factor exists in good faith and is legitimate in the circumstances or is permitted by law.

### 4.3 Harassment

Vexatious remarks or gestures by a person who knows or should know that such remarks or gestures are unwelcome. A single unwelcome incident, if serious, may be sufficient to support an allegation of harassment. Harassing remarks or behaviours include intimidating, humiliating, undermining, or dominating a person by belittling, making him or her uncomfortable or humiliating him or her, or by making abusive remarks or threats.

Harassment in the workplace is defined as comments or acts that are vexatious against a person in a workplace, by a person who knows or should know that such remarks or gestures are unwelcome. This includes, but is not limited to the following behaviors:

- Offensive or intimidating jokes or comments;
- Bullying or aggressive behaviour;
- Displaying or circulating images or other offensive things;
- Inappropriate insistent gaze;
- Sexual harassment;
- Exclusion of, or mockery of, a person because of his or her gender identity or any other ground, as identified in the definition of discrimination in point 4.1.

The legitimate management of an employee's performance is not considered workplace harassment.

#### 4.4 Sexual harassment

A type of harassment characterized by any of the following behaviours:

- a) Sexual advances or unintended sexual interest from a person who knows or ought reasonably to know that such an interest is not desired;
- b) Explicit or implicit promise of a reward to anyone who acquiesces to a request of a sexual nature;
- c) Implicit or explicit threat to retaliate, or retaliation following a refusal of a request of a sexual nature;
- d) A sexual relationship that constitutes an abuse of power in a relationship of authority; or
- e) A comment or behaviour with a sexual connotation that may reasonably be perceived as harmful to one's work or studies, from a psychological and emotional point of view (poisoned environment).

#### 4.5 Poisoned or Toxic Environment

A psychologically and emotionally harmful environment for work or study because of comments or behaviours that constitute harassment or discrimination.

#### 4.6 Civility

Civility is defined as behaviour that helps maintain the standards of mutual respect established in the workplace. Civil behaviour is aimed at the well-being of the community and is imbued with respect, collaboration, politeness, courtesy, and know-how.

#### 4.7 The Accused

The person whose conduct is alleged to be contrary to this policy and is the subject of a complaint or a situation that has been disclosed.

#### 4.8 The Plaintiff

A person who files a complaint under the application of this policy or who reports a situation.

### 5. Responsibilities

Everyone who is covered by this policy is responsible for preventing harassment. The persons listed in point 3 above are responsible for:

- Reading this policy by clicking on "I read" on the website;
- Complying with this policy;
- Adopting conduct marked by civility and free from harassment and violence;
- Disclosing any form of violence, harassment or discrimination;
- Participating in information sessions and training on the prevention and resolution of conflictual situations, harassment, and violence in the workplace.

The groups identified below have specific responsibilities with respect to the application of this policy, in addition to the aforementioned ones.

## 5.1 The Board of Directors of the Atelier

The Board of the Atelier is responsible for:

- a) Setting an example by adopting respectful and civil behaviours;
- b) Approving the policy on the prevention of harassment and revising it regularly, either within three to five years of its adoption or when there is a change in the law;
- c) Designating the Chairperson, as the person responsible for the application of this policy, to receive and deal with complaints;
- d) Receiving and dealing with any complaint against the Executive Director (hereinafter “ED”) of the Atelier;
- e) Receiving and dealing with any complaint against a member of the Board, with the exception of the Chairperson, in which case the complaint is received by the ED (see 5.2).

## 5.2 The Executive Director

The ED of the Atelier, or the person in charge of implementing internal policies at the Atelier, is responsible for:

- a) Setting an example by adopting respectful and civil behaviours;
- b) Promoting this policy to those covered by it;
- c) Organizing training or information sessions on the prevention of harassment and violence in the workplace, and the resolution of conflictual situations;
- d) Receiving any complaint from the persons covered by this policy and forwarding it to the Chair of the Board for processing;
- e) Supporting the Chair of the Board in the handling of admissible complaints;
- f) Receiving and processing any complaint against the Chair of the Board, in collaboration with the other members of the Board.

## 5.3 Employees of the Atelier

Employees of the Atelier are responsible for:

- a) Complying with this policy;
- b) Setting an example by adopting respectful and civil behaviours;
- c) Supporting those covered by this policy in understanding it and in filing a complaint when there is a situation of harassment, discrimination or violence;
- d) Reporting any situation of violence, harassment, or discrimination to the ED.

## 5.4 The Accused

It is expected that the accused person:

- a) Participate in the proposed processes, whether mediation or the restorative circle;
- b) Consider and give serious thought to the impact of his or her actions;
- c) Apologize to the plaintiff;
- d) Accept the consequences established as a result of the mediation process or the investigation.

## 6. Mechanisms for Reporting a Situation

If a person wishes to file a complaint following an experience of harassment, discrimination, or violence or if a person witnesses such a situation and wishes to denounce it, a three-step intervention procedure is proposed below.

A plaintiff has no obligation to go through the steps sequentially and can proceed to the step that suits him or her without going through the first step.

### 6.1 In the Event of a Violent Situation

In a situation of violence, when there is concern for one's safety or the safety of any other person, any person covered by this policy has the responsibility to intervene immediately to put an end to the situation. The following options are recommended:

- a) intervene immediately if the situation does not present an eminent danger to the witness;
- b) seek the help of another person present;
- c) call the university's security services: 613-850-3016;
- d) call 911.

### 6.2 File a Formal Complaint

Regardless of whether the plaintiff goes through the other two steps identified below, they can file a formal complaint by following these guidelines. This step informs the Board and triggers a formal investigation.

- a) Write a letter or e-mail to the person responsible for the application of this policy, the Chair of the Board. The written complaint must contain:
  - a. the name of the accused person,
  - b. a description of the events
  - c. the date(s) of the events
  - d. the names of the witnesses.
- b) Send the letter to the Chair of the Board;
- c) Receive, within 2 working days of the filing of the official complaint, an acknowledgement of receipt, including the list of resources;
- d) Receive, within 15 working days of the submission, a reply as to the admissibility of the complaint;
- e) Respect the confidentiality of the process.

### 6.3 Informal method

The plaintiff, either the person who has been the victim of harassment or the person who has witnessed such a situation, is encouraged to take advantage of one of the informal methods of resolution proposed below.

- a) Speak with the accused to make it known that his or her actions or unwanted words:
  - a. contravene this policy,
  - b. have violated the dignity or psychological or physical integrity of the plaintiff,
  - c. created a poisoned atmosphere, or

- d. invite the accused person to change his or her conduct;
- b) There may be times when direct communication with the person concerned is not sufficient, or the plaintiff does not feel safe to approach or communicate directly with the individual alone. In this case, the plaintiff may raise the matter with the ED in order to inform her of the situation so that she can resolve the matter with the accused person;
- c) Ask the ED to organize an informal mediation session in order to find an acceptable resolution to the situation.

#### 6.4 Restorative Justice Approach

The plaintiff may proceed to this second stage if the first step is unsuccessful or if he or she simply does not wish to avail himself or herself of the informal methods identified in section 6.3.

Whether the plaintiff files a formal complaint or not, he or she may avail himself or herself of the following methods that promote a restorative justice approach to the resolution of the situation.

- a) Request that the ED engage the services of a mediator trained in the matter to intervene with the plaintiff and the accused person;
  - a. the conclusion of the mediation may lead to the imposition of a consequence on the accused person after he confirms that his actions contravened this policy;
- b) Involve the plaintiff in the decision-making in relation to the consequences to be put in place following the mediation;
- c) Provide psychosocial support resources to the plaintiff and accused persons;
- d) Ask the ED to engage the services of a person trained to conduct a discussion circle with the plaintiff, the accused person and any other person who has witnessed the wrongful conduct or may be affected by the accused person's actions.

#### 6.5 Available Resources

Upon receipt of a complaint, whether formal or informal, the DG or Chairperson will provide the following list of psychosocial resources to the plaintiff. In addition, the DG, the President, or a person delegated by them will provide confidential, individualized, and personalized support to the resource chosen by the plaintiff.

- a) Saint Paul University's Centre for Counselling and Psychotherapy  
613-782-3022  
counselling@ustpaul.ca
- b) Sexual Assault Support Centre of Ottawa  
613-234-2266  
info@sascottawa.com
- c) Ottawa Public Health  
100 Constellation Drive  
613-580-6744
- d) Family Services Ottawa - Employee Assistance Program  
613-725-5676 or 1-877-725-5676  
mmachan@familyservicesottawa.org



- e) Ottawa Rape Crisis Centre  
613-562-2333
- f) Regional Sexual Assault and Partner Abuse Care Program  
Ottawa Hospital, Civic Campus  
1053 Carling ave  
613-798-5555 extension 13770
- g) Centre d'aide et de lutte contre les agressions à caractère sexuelle  
613-789-8096
- h) Ottawa U Counselling Service  
100 Marie-Curie, 4<sup>th</sup> floor  
613-562-5200
- i) Ottawa U Women's Resource Centre  
85 University Private, room 220  
613-562-5800 extension 5755

## 7. Complaint Mechanisms

The person designated to act as the person responsible for the application of the policy must undertake to comply with this policy and ensure that his or her intervention is impartial, respectful, and confidential.

The person designated to act as the person responsible for the application of the Atelier's Workplace Harassment Prevention Policy and to handle complaints:

*Ms. Julie Châteauvert, President of the Board of Directors of the Atelier  
École d'innovation sociale Élisabeth-Bruyère, 1-800-637-6859*

The person designated to receive complaints related to the Chair of the Atelier:

*Ms. Alice Trudelle, Executive Director of the Atelier  
The Mauril-Bélanger Social Innovation Workshop, 613-782-3006*

### 7.1 Receipt of the Complaint

When a formal complaint is sent to the Chair of the Board, she:

- a) Treats the complaint with the highest level of confidentiality;
- b) Acknowledges receipt of the complaint and informs the plaintiff whether the complaint is admissible and will therefore lead to a formal investigation;
- c) Informs the accused person that a complaint has been filed against him or her, in private, with an emphasis on the confidential nature of the process;
- d) Proceeds to the first stage of the investigation.

### 7.2 The Investigation

An investigation takes place in five (5) stages:

### 7.2.1 Step 1: Admissibility Analysis

An admissibility analysis makes it possible to rule out the exceptional possibility of a complaint that is frivolous or that falls directly within the employer's right to manage.

The Chairperson analyzes the complaint to determine whether the actions listed in the written complaint violate this policy.

If the Chairperson concludes that the complaint is not admissible, she informs the plaintiff that there will be no investigation.

In the event that an investigation is not triggered, the President may deem it necessary to act on the situation. An inadmissible complaint under this policy may reveal a problematic situation other than harassment. The President may delegate the DG, if necessary, to deal with the situation and resolve the problematic situation.

### 7.2.2 Step 2: Appropriateness of Conducting an Investigation

When the Chairperson finds, after analysis, that the complaint is admissible, the investigation process must be triggered. The Chair decides whether to proceed with the investigation, whether to delegate it to a competent person on the management team, or whether a specific mandate is given to a competent person.

The competent person must be objective in order to be able to carry out the investigation. The Chair shall issue a clear mandate and identify the procedure for the tabling of the investigation report.

### 7.2.3 Step 3: Investigation

The person conducting the investigation prepares an investigation plan that identifies:

- who to meet,
- the documents to be analyzed,
- interview questions.

When the investigation plan is ready, the person conducting the investigation invites the identified persons to an interview. Meetings are always confidential, as is the investigation process.

The entire process must be documented in writing.

### 7.2.4 Step 4: Analysis, Report and Recommendations

The person in charge of the investigation analyses the information gathered in order to draw up his report. The report shall be tabled in accordance with the terms and conditions set out in the terms of reference.

### 7.2.5 Step 5: Investigation Findings and Follow-up

Upon receipt of the report, the Chairperson informs the plaintiff of the outcome of the investigation. However, the report of the investigation remains confidential.

If the person conducting the investigation recommends actions to be taken, the Chairperson may proceed with the recommended actions or propose others.

The plaintiff may avail himself or herself of the elements of restorative justice, as provided for in section 6.2, if he or she so wishes.

Regardless of the outcome of the investigation, no plaintiff or witness may be subject to reprisal if the complaint is made in good faith by availing themselves of the statements in this policy.

This policy will be in effect upon approval by the Atelier Board and will remain in effect until it is revised by the Board in the next three to five years or when the law changes.