

Harassment Policy

Policy statement

Congebec is committed to provide a respectful workplace which is free of discrimination, harassment and/or workplace violence. Thus, harassment in all its forms, workplace violence and discrimination are unacceptable and will not be tolerated by Congebec.

Application

This policy applies to all Congebec employees, interns, trainees, students, administrators, managers, directors and agency employees. This policy also applies to all Congebec's clients, contractors, vendors, suppliers, visitors, as well as to any member of a union or professional association in the context of their business relationship with Congebec.

Definition

Harassment

Harassment can be defined as a verbal or nonverbal, denigrating, humiliating or inappropriate behaviour towards an individual or group of individuals which may create a damaging, intimidating, offensive or hostile work environment.

The following situations can be considered a form of harassment.

- Any behaviour, comment, gesture or differential treatment undermining the personal dignity, self-esteem or physical or psychological integrity of a person involving, amongst others, the following:

Race	Political convictions	Pregnancy
Gender	National or ethnical origins	Marital status
Sexual orientation	Colour	Religion
Age	Handicap or the use of any means to palliate a handicap	Language
Social standing		

- Any threats, retaliation, intimidation, refusal of employment, refusal of promotion or transfer, dismissal or any other action with the intention to harass.
- Any writing, printing, email, voicemails, letters, cartoons, caricatures, graffiti, jokes, pictures, posters or displays undermining the dignity, integrity or self-esteem and any other conduct towards an employee or a group of employees in particular may constitute harassment.

Sexual harassment

Sexual harassment is a course of conduct, comment, gesture or contact of a sexual nature which might be perceived as placing a sexual condition on employment, promotion, work assignment or compensation or which is likely to cause offence or humiliation to an employee. Sexual harassment includes behaviour that is known or reasonably ought to be known to be unwelcome.

Psychological harassment

The term “psychological harassment” means a vexatious conduct demonstrated by behaviour, verbal comments, actions or repeated gestures that are hostile or unwanted, undermine a person dignity, self-esteem and integrity and leads to a harmful working environment. A single serious conduct may also constitute psychological harassment if such a conduct has a harmful effect on the employee.

Workplace violence

Workplace violence is any abusive or aggressive behaviour that can include:

- The exercise of physical force by a person against a worker, in a workplace, that causes and/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;
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force that could cause physical injury to the worker.

Clarification

The responsibilities such as the distribution of tasks, workload, monitoring attendance, performance requirements and taking administrative or disciplinary measures that are associated with management responsibilities do not constitute harassment.

Corrective measures

The objective of a corrective action is to end an inappropriate behaviour and/or conduct, and to prevent it from continuing or repeating in the future.

A person who believes they are a victim of discrimination and/or harassment and who feels comfortable doing so, should take direct action to make the offender aware that the behaviour and/or conduct is making them uneasy and uncomfortable, and that they would like the offender to put a stop to it immediately.

If the complainant is unable to take action, or if the behaviour and/or conduct persist in spite of it being brought to the offender’s attention, the complainant must advise their supervisor, manager and/or HR advisor of the situation as soon as possible. The supervisor or manager must immediately advise HR of any harassment situation.

The person who in good faith files a complaint and any other person that cooperates in the investigation shall be protected against any form of retaliation.



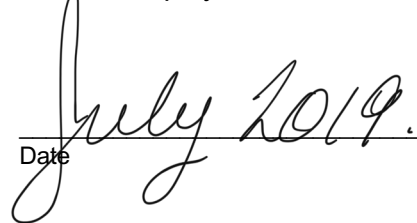
The following are considered serious forms of employee misconduct which will be subject to corrective, administrative and/or disciplinary measures that can lead to termination of employment:

- A committed or threatened act of discrimination, harassment and/or workplace violence;
- A complaint that is found to be false and/or to have been made in bad faith;
- Any interference in the conduct of an investigation or retaliation against a complainant, witness or respondent.

Corrective measures can include, but are not limited to one of more of following:

- A directive to cease the behaviour and/or conduct with failure to do so leading to further corrective measures;
- Separation of involved parties or reassignment to another location (when possible);
- Disciplinary measures up to and including termination of employment.


Vice-President Human Capital and Communications


Date