

## **POLICY TO PROMOTE CIVILITY AND PREVENT HARASSMENT AND VIOLENCE IN THE WORKPLACE**

### **1. Fields of application**

- 1.1.** This policy applies to all persons contributing to the realization of the mission of the Lady Davis Institute for Medical Research, as well as to all persons on its premises (e.g., users, visitors, suppliers, subcontractors, partners).
- 1.2.** It applies to all work-related situations, whether at work on site or away from the usual workplace.
- 1.3.** In particular, it applies to relations with outside persons in the course of their work, as well as to work-related professional and social activities. It also applies to inappropriate use of information technology, regardless of the location of the perpetrator or the Lady Davis Institute employee concerned (e.g., social networks, blogs, text messages).

### **2. Terms of reference**

The main legal and administrative foundations of this policy are :

- The *Act respecting labour standards* (RLRQ, c. N-1.1);
- Sections 10, 10.1 and 46 of the *Charter of Human Rights and Freedoms* (RLRQ, c. C-12);
- The *Criminal Code* (R.S.C., c. C-46);
- The *Civil Code of Quebec*;
- *Code of Civil Procedure* (RLRQ, c. C-25.01);
- The *Act respecting access to documents held by public bodies and the protection of personal information* (RLRQ, c. A-2.1);
- *Act respecting occupational health and safety* (RLRQ, c. S-2.1)
- *Act respecting health services and social services* (RLRQ, c. S-4.2);
- The *Regulation respecting certain conditions of employment applicable to management employees of health and social services agencies and institutions* (RLRQ, c. S-4.2, r. 5.1);
- The *Professional Code* (RLRQ, c. C-26):
- Professional code of ethics;
- Regulatory framework for research involving human participants at the Centre intégré universitaire en santé et services sociaux du Centre-Ouest-de-l'Île-de-Montréal;

### 3. Objectives

- 3.1. To ensure that all those who contribute to the realization of the Lady Davis Institute's mission are treated with respect, fairness, and dignity, including the promotion of civilized human relations.
- 3.2. Disseminate its concrete commitment to deploying the appropriate means to provide a healthy workplace free from all forms of harassment and violence, in which the people who work there are treated with civility, respect and dignity.
- 3.3. Prevent harassment and violence, in particular by raising awareness, informing, and training people involved in carrying out its mission, and by promoting actions aimed at preventing and resolving conflict situations.
- 3.4. Prevent harassment and violence by raising awareness and informing other people on our premises (e.g., users, visitors, suppliers, partners).
- 3.5. Establish the roles and responsibilities of each person involved in the application of this policy.
- 3.6. Establish the foundations of procedures whose actions will make it possible, in particular, to encourage prevention by promoting civility and respect, but also :
  - To support the management and resolution of conflict situations between individuals contributing to the realization of the Lady Davis Institute's mission.
  - Handle situations that may constitute harassment using a complaint handling mechanism that complies with the guiding principles.

### 4. Definition of terms

For the purposes of this policy, the following expressions mean :

**Preliminary analysis:** Consists of examining whether the situation that is the subject of the complaint is likely to constitute psychological harassment, based on the presence of the five criteria of the definition of psychological harassment stipulated in Quebec's *Act respecting labour standards*.

**Researcher :** A person who has been granted research privileges and researcher status by the Lady Davis Institute. For clarity, this excludes research staff employed by the Lady Davis Institute and students.

**Civility:** Defined as behavior that contributes to maintaining the standards of mutual respect established in the workplace. It is a set of rules of conduct designed to ensure the well-being of all members of a community, through conduct characterized by respect, cooperation, politeness, courtesy, and interpersonal skills.

**CMDP:** Councils of Physicians, Dentists and Pharmacists of Quebec of the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal.

**Right to manage:** The employer's right to put in place mechanisms enabling it to control and evaluate the behavior and performance of its employees. He therefore makes decisions related to the achievement of the Lady Davis Institute's objectives with a view to fulfilling its mission, but not with a view to harming the employees.

**Investigation:** Procedure by which, following receipt of a formal report or complaint, a neutral third party examines the facts and renders an impartial opinion as to the merits of the complaint or report in application of the present policy.

**Harassment: Excerpt from the *Act respecting labour standards*, Art.81.18 :**

*"For the purposes of this Act, "psychological harassment" means any vexatious behaviour in the form of repeated, hostile, or unwelcomed conduct, verbal comments, acts, 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 clarity, psychological harassment includes such conduct when it manifests itself through such words, acts, or gestures of a sexual nature.*

*A single serious incidence can also constitute psychological harassment if it causes such harm and produces an ongoing harmful effect for the employee."*

It includes any act, comment or display that demeans, belittles, humiliates, or embarrasses a person, and any act of intimidation, threat, or discrimination. The notion of harassment includes "psychological harassment", "sexual harassment" and "discriminatory harassment". A single serious incidence can also constitute harassment if it has a harmful and continuing effect on a person.

**Incivility:** Defined as deviant behavior that violates the norms of mutual respect established in the workplace. Incivility is a failure to observe the basic rules of social life that creates significant discomfort in the workplace and has a negative impact on morale, efficiency, productivity, motivation, and work climate.

**Places of work:** All places where a work activity is carried out by a person contributing to the realization of the mission of the Lady Davis Institute (e.g., offices, corridor, parking lot, user's home, washrooms, cafeteria, stairs) and any other place where work-related activities take place (e.g., conference and meeting rooms, social or professional activities) during regular working hours and outside regular working hours.

**Mediation:** Voluntary conflict resolution process facilitated by a competent impartial third party.

**Person contributing to the realization of the establishment's mission:** Any person who, through his or her work activity, contributes directly or indirectly to the development of research activities arising from the mission of the Lady Davis Institute (e.g., employee, executive, non-executive, doctor, resident, researcher, trainee, student, volunteer).

**Respondent:** A person whose conduct is alleged to be contrary to this policy and is the subject of a complaint or report.

**Reasonable person:** A person generally well informed of all the circumstances who, being in a similar situation to the alleged victim, would conclude that the conduct is vexatious.

**Person responsible for the application of this policy:** Person designated to take charge of the application of this policy in order to achieve the stated objectives.

**Complainant :** A person who files a complaint under this policy or reports a situation.

**Complaint:** Formal denunciation to the person responsible for the application of this policy, of a situation that the complainant considers to constitute harassment or violence within the meaning of this policy, with a view to the employer intervening to put a stop to this situation and prevent its recurrence.

**Conflict situation:** Whether overt or latent, a conflict can be defined as an opposition between individuals or groups. In the context of this policy, a conflict situation means any situation involving discord, antagonism, or conflict between two or more people, with palpable negative consequences for the workplace or individuals.

**User :** A user is a natural person who uses, or has used, health or social services provided by an establishment in the Québec health and social services network, including a research participant.

**Violence:** An incident in which a person is threatened, abused, or assaulted in a work-related situation, including all forms of harassment, intimidation, verbal or physical threats and other unwelcome behavior. Such behaviour can come from a user, suppliers, partners, or colleagues, at any level of the organization.

## 5. Guiding principles

Mission:

The Lady Davis Institute's mission is to undertake health research of the highest quality that will have a significant impact on the health and well-being of users and communities in Quebec, Canada and around the world.

In order to promote the health and well-being of the individuals providing these services, the Lady Davis Institute recognizes the importance of a healthy workplace free of harassment and violence in all its forms. The purpose of this policy is to define and communicate ways to promote civility and respect in the workplace, to prevent harassment and violence, and to put a stop to any situation likely to constitute harassment or violence.

## COMMITMENTS

Everyone has the right to a healthy, civilized workplace, free from all forms of harassment and violence. The Lady Davis Institute does not intend to be tolerant in this respect.

The employer undertakes to promote civility, respect, and the resolution of conflictual situations in the relations maintained on its premises.

The employer also undertakes to take the appropriate steps to ensure a healthy and civilized work environment, free of harassment and violence in any form, for all persons contributing to the achievement of its mission.

## **6. Terms and conditions**

- 6.1.** The Lady Davis Institute expects everyone to cooperate and encourages all those who contribute to the achievement of its mission to behave in a civilized manner. In addition, we encourage them to avail themselves, where necessary, of the procedures set out in this policy.
- 6.2.** The Lady Davis Institute does not intend to tolerate harassment or violence. The Lady Davis Institute reserves the right to intervene at any time, whether a complaint is filed, not filed, or withdrawn, when there are reasonable grounds to believe that this policy has been violated.
- 6.3.** All persons contributing to the realization of the Lady Davis Institute's mission have the right to denounce a situation, to ask for help and advice, or to file a formal complaint with the person responsible for the application of this policy or the person designated by that person, in order to put an end to harassment and violence, where applicable.
- 6.4.** This policy shall not be construed as restricting the actions of Lady Davis Institute managers in the exercise of their stewardship rights, nor of Researchers in their research activities.
- 6.5.** All persons involved in the complaint process, whether complainant, respondent, witness, or any other person, must undertake to maintain confidentiality and not to discuss the facts surrounding the complaint with colleagues or other persons, except for purposes authorized by the Act, by this policy or for consultation with an advisor of their choice.
- 6.6.** Information relating to a complaint, including the identity of parties and witnesses, will be treated with discretion by all persons involved, including those involved in the processing of the complaint, unless disclosure of such information is necessary for the processing of the complaint, the conduct of an investigation or follow-up, or subject to the limits provided by law.
- 6.7.** No one may take or attempt to take any form of reprisal against a person who makes or intends to make a complaint under this policy. The same applies to persons (witnesses or others) who cooperate with the objectives of this policy.
- 6.8.** A person who has filed a complaint deemed to be malicious or in bad faith may be subject to disciplinary action, up to and including dismissal. Filing a complaint in good faith whose allegations are not proven does not constitute a malicious complaint.

**6.9.** Any violation of the provisions set forth in the guiding principles of this policy will be subject to administrative or disciplinary measures.

## **7. Roles and responsibilities**

**7.1.** All persons contributing to the realization of the Lady Davis Institute's mission are expected to conduct themselves in a civil manner, free from harassment or violence, regardless of the nature of their duties.

**7.2.** They must also :

- Read this policy and any updates;
- Contribute to the maintenance of a civilized work environment, free from harassment and violence, in particular by adopting behaviors consistent with the values promoted by the Lady Davis Institute;
- Participate in information sessions and training on the prevention and resolution of conflict situations, harassment, and violence in the workplace;
- Collaborate, when necessary, in the investigation of harassment and violence complaints;
- Maintain confidentiality when dealing with problem behaviors or complaints, so as not to contribute to rumors and gossip that can damage the work environment;
- Identify to her immediate superior any form of incivility, conflict, harassment, or violence she has witnessed or experienced;
- Implement the Lady Davis Institute Code of Ethics.

**7.3.** Top management

**7.3.1.** Set an example by adopting respectful and civilized behavior;

**7.3.2.** Promote this policy and its commitment to all those who contribute to the realization of the Lady Davis Institute's mission;

**7.3.3.** Ensure compliance and application of this policy by all persons under their responsibility;

**7.3.4.** Designate the person responsible for applying this policy;

**7.3.5.** Retain the services of resource persons from the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal's Occupational Health, Safety and Wellness Department to ensure that the procedure for handling any complaint under this policy is carried out according to the criteria of independence, neutrality and credibility deemed necessary.

**7.4.** Lady Davis Institute managers and researchers

**7.4.1.** Set an example by adopting respectful and civilized behavior;

**7.4.2.** Ensure compliance and application of this policy by all persons under their responsibility;

- 7.4.3. Periodically assess the presence of risk factors related to harassment and violence within their departments;
- 7.4.4. Ensure that people under their responsibility receive the necessary information, training and support in the prevention, management and resolution of conflict situations, harassment, and violence in the workplace;
- 7.4.5. Take reasonable steps to ensure a work environment that promotes good civilism and is free from all forms of harassment and violence;
- 7.4.6. Take prompt action to put an end to any conflict or harassment situation brought to his attention or of which he is aware;
- 7.4.7. Consult or obtain support from identified resource persons, or from the person responsible for applying this policy;
- 7.4.8. Collaborate with the person responsible for the application of this policy and/or the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal Occupational Health, Safety and Wellness Department, as the case may be.

7.5. The person responsible for applying this policy.

- 7.5.1. Promote civility and respect in the application of this policy;
- 7.5.2. Ensure the dissemination and application of this policy in order to achieve the stated objectives;
- 7.5.3. Receive complaints under this policy;
- 7.5.4. Forward all complaints received under this policy to the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal Occupational Health, Safety and Wellness Department for processing;
- 7.5.5. Keep a record of formal complaints received and handled, their nature and resolution, and report to the Lady Davis Institute Director on a quarterly basis;

## **8. Description of the procedure**

### **8.1. Process to follow**

The Lady Davis Institute favours the use of conflict management methods that allow for resolution based on individual needs and interests. At all times, this approach is preferred before filing a formal complaint of harassment or violence in the workplace.

Although the Lady Davis Institute advocates an approach based on reconciliation and the resolution of conflict situations and institutes the policy with a view to preventing situations of violence and

harassment, a person may, at any time, avail himself/herself of the procedure for handling complaints of harassment and violence provided for in section 8.3.

### **8.2. Procedure for managing conflict situations arising between people contributing to the realization of the Lady Davis Institute's mission:**

A three-step approach is envisaged for managing and resolving conflict situations that may arise in the workplace. This approach may vary depending on the nature of the conflict and the people involved, but generally involves the following steps:

Step 1: Resolve the conflict or alleged harassment situation yourself.

Step 2: Get support from your immediate superior.

Step 3: Obtain an intervention from the person responsible for applying the policy or his or her designate.

### **8.3. Procedure for handling complaints of harassment and violence**

Principles for handling complaints :

- Any complaint of harassment or violence is treated with diligence and impartiality. They are handled with discretion, respecting the rules of confidentiality applicable to all concerned, and without restricting the right of a person who feels aggrieved to consult and obtain advice.
- All parties (complainant and respondent) are listened to and taken seriously; may consult an advisor of their choice; are heard in such a way as to be able to put forward their point of view, validate the content of their statement and are informed of the conclusions.
- A malicious or bad-faith complaint whose sole purpose is to harm or injure a person, or to gain an advantage of any kind, is prohibited and may result in administrative or disciplinary action. Sanctions may also be imposed for acts of intimidation or reprisal against the complainant or witnesses.
- At all times, the complainant retains the right to suspend the process at any stage in order to pursue other means of resolving the situation.
- At no time does the filing of a complaint suspend the immediate superior's management actions with respect to the events presented or not presented in the complaint, unless the person responsible for applying the policy or the person designated by that person indicates otherwise.
- In all cases, when a complaint is lodged, the respondent's immediate superior or line manager must be informed.
- Use of the procedures set forth in the Lady Davis Institute's policy does not deprive the complainant of the right to use other legal remedies if he or she so desires.

### **8.4. Filing a complaint with the person responsible for applying the policy**

If a complainant wishes to file a complaint, he or she may consult the person responsible for applying the policy to discuss the situation and, if necessary, draft the complaint and submit it to him or her.

Complaints must be written on the form provided (Appendix A). It can be sent by internal mail or by e-mail to the person responsible for applying the policy at the following address: [complaints@ladydavis.ca](mailto:complaints@ladydavis.ca).

An acknowledgement of receipt will be sent as soon as possible.



The person responsible for applying the policy forwards the complaint to the appropriate resource person in the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal Occupational Health, Safety and Wellness Department for processing by an independent third party.

The complaint handling process is completed as soon as possible after receipt, and the person responsible for applying the policy notifies the parties involved.

In cases where a student or resident wishes to file a complaint, the student or resident has the choice of filing the complaint with the dedicated office of the university or educational institution to which he or she belongs, in accordance with the terms of their policies and procedures, OR with the Lady Davis Institute at the following address: [complaints@ladydavis.ca](mailto:complaints@ladydavis.ca). The choice of the relevant institution to which the student or resident makes his or her complaint is entirely up to him or her, and this choice is final once the complaint has been filed. The institution with which the student or resident files his/her complaint is responsible for handling the complaint in accordance with its institutional policies and procedures, and the student or resident may not request a change of institutional forum for the handling of his/her complaint.

### **8.5. Preliminary analysis of complaint**

The preliminary analysis carried out by the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal's Occupational Health, Safety and Wellness Department consists of examining whether the situation that is the subject of the complaint is a probable case of psychological harassment based on the presence of the five (5) criteria of the definition of psychological harassment stipulated in Quebec's *Act respecting labour standards*:

- Vexatious conduct (i.e., abusive, humiliating, or hurtful);
- Hostile or unwanted words, gestures, or behaviour;
- The repetitive nature of the actions;
- Damage to dignity or psychological or physical integrity;
- A harmful work environment.

In addition, in order to be considered admissible, all complaints must be filed within two (2) years of the last occurrence of the conduct complained of. This time limit is extended, where applicable, to take into account the period during which action has been taken to resolve the situation, either by the immediate superior or by the person responsible for applying the policy, or the person he or she designates.

It should be noted that the preliminary analysis does not consist in investigating or determining whether the complaint is well-founded, but rather in determining whether it is appropriate to conduct an in-depth investigation of the alleged facts in light of the legal obligations under the *Act respecting labour standards*.

**8.5.1.** If the complaint does not meet the criteria of the legal definition, the person responsible for applying the policy (or the person he or she designates) :

- Informs the complainant of its findings;
- Depending on the situation, suggest other ways of solving the problem;
- Encourages the complainant to participate, in a context of shared responsibility, in the search for solutions (including mediation if this has not been attempted) and refers him or her to other resources or appropriate bodies as needed;
- Involve the relevant superior in order to pass on the information needed to find a solution and resolve the situation.

**8.5.2.** If the complaint meets the criteria of the legal definition, CIUSSS du Centre-Ouest-de-l'Île-de-Montréal's Occupational Health, Safety and Wellness Department may suggest mediation or any other approach likely to correct the situation on a voluntary basis.

An administrative investigation occurs when a complaint is deemed admissible and alternative resolution approaches have been refused and/or have failed. The person responsible for applying the policy, or the person he or she designates, appoints an investigator whose mandate is to :

- Gather the version of events from the people concerned by the subject of the complaint;
  - Determine whether allegations are founded or not;
  - Determine whether the respondent has engaged in psychological harassment towards the complainant;
  - Determine whether there has been a breach of this policy;
  - Make recommendations for managing the situation;
  - Prepare and submit the investigation report to the person responsible for policy application.
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- All suspects are informed of the charges against them and given a reasonable amount of time to prepare before an interview.
  - Complainants and respondents are interviewed individually, as are witnesses. They may be accompanied, at any time, by a person of their choice who acts as an observer and who would not be a potential witness to the investigation. All persons interviewed must sign the confidentiality agreement (Appendix B).
  - The investigator forwards his or her report, findings, and recommendations to the person responsible for applying the policy. The latter in turn forwards the findings of the investigation report to the two parties concerned, as well as to the Lady Davis Institute's Chief Operating Officer.
  - The latter, in collaboration with the Researcher where appropriate, is responsible for assessing the degree of sanction required and for applying the appropriate disciplinary or other measures. The supervisor(s) concerned, as well as his/her immediate superior, are informed of the findings and the measures to be implemented. A plan of action is agreed with the superior(s) concerned.
  - The person responsible for applying the policy informs the complainant and the respondent verbally and in writing of the findings of the investigation. Where applicable, they are informed of the relevant measures and follow-up for each of them. Where sanctions or disciplinary measures are applied, the Lady Davis Institute Chief Operating Officer or his/her representative is involved.

## **8.6. Application and implementation of solutions**

At all times, it is the responsibility of the immediate superior of the employees involved, or of the hierarchical superior of the person implicated, to take the necessary measures to put a stop to incivility, harassment, and violence, whether or not the complaint meets the criteria of the legal definition of harassment.

To this end, he/she must take into consideration the recommendations of the investigation report, the advice of the representatives and implement the agreed measures. If necessary, the person responsible for applying the policy may follow up the application of measures or recommendations with the immediate superior(s) concerned.

If, after investigation, the allegations of harassment or violence prove to be well founded, administrative or disciplinary measures will be implemented. These measures may go as far as dismissal, depending on the nature and seriousness of the allegations.

All complaint files and investigation reports are kept confidential in a single location, in the office of the person responsible for applying the policy, for a period of five years.

## **9. Special provisions for handling complaints**

### **9.1. Complaint against a physician, dentist, pharmacist, or medical resident who is a member of the CMDP.**

Any person contributing to the realization of the mission of the Lady Davis Institute who wishes to file a formal complaint of harassment against a member of the CMDP or against a resident may choose to file his or her complaint with the person responsible for the application of this policy or with the establishment's local complaints and service quality commissioner. If he/she chooses to file his/her complaint with the person responsible for applying this policy, the latter will immediately forward it to the local service quality and complaints commissioner.

A student or resident will have the option of filing a complaint with the dedicated office of his or her university or educational institution, in accordance with the terms of their policies and procedures, OR with the Lady Davis Institute to the person responsible for the application of the policy, all as provided in section 8.5 of this policy.

### **9.2. Complaint against a person contributing to the mission of the Lady Davis Institute other than a physician, dentist, pharmacist, or medical resident member of the CMDP.**

A person contributing to the realization of the mission of the Lady Davis Institute (including a physician, dentist, or pharmacist) who wishes to lodge a complaint of harassment or violence against another person contributing to the realization of the mission of the Lady Davis Institute who is not a member of the CMDP, or a medical resident must submit his or her complaint to the person responsible for the application of this policy.

A student or resident will have the option of filing a complaint with the dedicated office of his or her university or educational institution, in accordance with the terms of their policies and procedures, OR with the Lady Davis Institute to the person responsible for the application of the policy, all as provided in section 8.5 of the present procedure.

### **9.3. Complaint concerning a user, visitor, or member of a user's family.**

Any person contributing to the realization of the Lady Davis Institute's mission who wishes to lodge a complaint of harassment or violence against a user, a visitor or a member of a user's family must notify his or her immediate superior. The latter will apply the mechanisms set out in the policies and procedures in force.

A medical student or resident will have the option of filing a complaint with the dedicated office of his or her home university or teaching institution, in accordance with the terms of their policies and procedures

OR with the Lady Davis Institute to the person responsible for applying the policy, all as provided in section 8.5 of the present procedure.

#### **9.4. Suppliers, subcontractors, research partners or collaborators**

Any person contributing to the realization of the Lady Davis Institute's mission who wishes to file a complaint of harassment or violence against a supplier, subcontractor, partner, or research associate must notify his or her immediate superior. The latter will apply the mechanisms provided for in the procedures in force.

#### **9.5. Researchers and students**

A person contributing to the realization of the Lady Davis Institute's mission who wishes to file a complaint of harassment or violence against a researcher or student must notify his or her immediate supervisor and the Lady Davis Institute's Prevention and Biosafety Management Officer. The latter will apply the mechanisms set out in the procedures in force. The person responsible for applying this policy must take the necessary steps to ensure that the process continues with the educational institution, where applicable.

A researcher who wishes to file a complaint of harassment or violence against another person contributing to the realization of the Lady Davis Institute's mission may file his or her complaint with the person responsible for the application of this policy.

A student or resident will have the option of filing a complaint with the dedicated office of the university or educational institution to which he or she belongs, in accordance with the terms of their policies and procedures, OR with the Lady Davis Institute to the person responsible for applying the policy, all as provided in section 8.5 of this policy.

Appendices :

Appendix A - Complaint form

Appendix B - Confidentiality agreement

APPENDIX A

À l'intention de tout le personnel  
**HARCÈLEMENT OU VIOLENCE AU TRAVAIL**  
**INSTITUT LADY DAVIS DE RECHERCHES MÉDICALES**  
**FORMULAIRE DE DÉCLARATION**

Intended for all staff  
**HARASSMENT OR VIOLENCE IN THE WORKPLACE**  
**LADY DAVIS INSTITUTE FOR MEDICAL RESEARCH**  
**DECLARATION FORM**

Ce formulaire doit être rempli et signé par la personne qui déclare la situation.  
 Vous pouvez obtenir de l'assistance de l'administration ou de votre supérieur(e).

This form must be filled out and signed by the person who is declaring the situation.  
 You can obtain assistance from the administration or your supervisor.

Nom de famille/Last Name :		Prénom/First Name :	
Titre d'emploi/Job Title :		No d'employé(e)/Employee Number:	
Département/Department :		Supérieur(e)/Supervisor:	
Tél. (travail)/Phone number (work):	Tél. (autre)/Phone number (other):	Email:	

<p><b>Je crois être victime de (vous pouvez cocher plus d'une case)</b>  <b>I believe I am a victim of (you may check more than one box)</b></p> <p><input type="checkbox"/> Harcèlement / Harassment:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Psychologique / psychological</p> <p style="padding-left: 20px;"><input type="checkbox"/> Sexuel / sexual</p> <p style="padding-left: 20px;"><input type="checkbox"/> Autre / other</p> <p><input type="checkbox"/> Violence</p> <p><input type="checkbox"/> Conflit interpersonnel / Interpersonal Conflict</p>
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<b>Personne à qui l'acte est reproché / My complaint is against</b>	
Nom/Last Name :	Prénom/First Name :
Titre d'emploi/Job Title :	Département/Department :

**Étapes préliminaires / Preliminary steps**

Avez-vous effectué des démarches préliminaires pour tenter de régler la situation?  
Have you taken any steps to try to resolve the situation?

Auprès de la personne visée? / With the person that is accused.

- Oui / Yes
- Non/ No

Auprès de votre superviseur immédiat? / With your immediate supervisor?

- Oui / Yes
- Non/ No

**Faits allégués (joindre des pages additionnelles si nécessaire)  
Alleged facts (attach additional pages if necessary)**

Décrivez dans vos mots les faits en lien avec la situation / Describe in your own words the facts of the situation  
(Date, lieu, répétitions, témoins, autres commentaires... / Date, location, repetitions, witnesses, other comments...)

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ANNEXE B

**Formulaire d'engagement à la confidentialité**

Je, soussigné(e), \_\_\_\_\_, affirme solennellement que je ne révélerai et ne ferai connaître, sans y être autorisé, quoi que ce soit dont j'aurai eu connaissance dans le cadre du processus d'enquête de la plainte.

**Confidentiality undertaking form**

I, undersigned, \_\_\_\_\_, solemnly affirm that I will not reveal and will not let be known, without being authorized, anything I might have knowledge of during the investigation process of the complaint.

À Montréal / In Montreal:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**