

Centre de la petite enfance de McGill
McGill Child Care Centre

**Psychological Harassment Prevention and
Complaint Processing Policy**

Approved by the Board of Directors: 2007
Last Updated: 2019

Sexual Harassment:

Conduct that manifests through repeated words, acts or gestures with sexual connotations that are undesired and harmful to the dignity or the physical or psychological integrity of the person or that are such as to result in unfavorable working conditions for the latter.

Abuse of power or authority:

Form of harassment in which a person abuses his or her position of authority or power with the goal of compromising the employment of a person, harming that person's work performance or threatening their means of livelihood. It can include intimidation, threats and blackmail.

The definition of abuse of power or authority must not restrict the authority of persons with

situation is not settled or if violence is involved, the victim or the witness has the responsibility to notify the administrator. With the assistance of the administrator, the victim must then file a

The complaint:

The internal complaint procedure of this policy in no way deprives a person of the right to file a complaint with the Labor Standards Commission or to act directly through the courts.

A complaint concerning a situation of violence or harassment must be submitted in writing and addressed to the Centre administrator or the ombudsperson.

All information relating to a complaint as well as the identity of persons involved is treated confidentially by all the parties concerned, unless the disclosure of such information is required for the processing of the complaint or the implementation of administrative or disciplinary measures. No information is entered in the personnel file of the person believing to be the victim of harassment or violence when the latter has acted in good faith.

For persons accused of harassment or violence, information is only entered in their file if the complaint is justified.

Any conduct of harassment or violence by a staff member is subject to a disciplinary sanction that could include:

administrative measures;
a written warning;
suspension; or
dismissal.

If a parent-user or service provider is found to have harassed or behaved in a violent manner towards an employee, sanctions could include:

a written warning;
refused access to the premises;
termination of the childcare or service agreement.

The employer can proceed with an inquiry on a situation of harassment or violence even if no written complaint has been filed.

The inquiry:

Appointment:

- a. The board of directors appoints, for a period of two years, renewable, a president of the inquiry committee as well as a vice president. The vice president acts as president of the inquiry committee when the president is not available.
- b. The inquiry committee is formed once a complaint has been filed or upon the request of the administrator or ombudsperson and shall consist of the appointed president, vice president and Centre administrator or ombudsperson, as circumstances warrant. Alternates can be named by the board, should circumstances warrant.

Acknowledgement of Receipt

All staff of CPE McGill must acknowledge receipt of this policy and declare to have well understood its meaning and implications.

I _____ acknowledge receipt of the Policy

Against Violence and Harassment in the Workplace that is in effect at CPE

McGill. I hereby declare to have read the policy and to have well understood its

content. I declare to be in accordance with the stated principles and am aware

that any contravention to the policy can lead to administrative or disciplinary

measures, possibly leading to dismissal.

Signed in Montreal on this _____ day of _____, 20_____.

Acknowledgement of Receipt

All parent-users of CPE McGill must acknowledge receipt of this policy and declare to have well understood its meaning and implications.

I _____ acknowledge receipt of the Policy Against Violence and Harassment in the Workplace that is in effect at CPE McGill. I hereby declare to have read the policy and to have well understood its content. I declare to be in accordance with the stated principles and am aware that any contravention to the policy can lead to administrative measures, possibly leading to a prohibition for the parent-user to access the premises or the termination of the childcare agreement.

Signed in Montreal on this _____ day of _____, 20_____.

Parent signature

Acknowledgement of Receipt

All service providers of CPE McGill must acknowledge receipt of this policy and declare to have well understood its meaning and implications.

I _____ acknowledge receipt of the Policy Against Violence and Harassment in the Workplace that is in effect at CPE McGill. I hereby declare to have read the policy and to have well understood its content. I declare to be in accordance with the stated principles and am aware that any contravention to the policy can lead to administrative measures, possibly leading to a prohibition for the individual to access the premises or the termination of the service agreement.

Signed in Montreal on this _____ day of _____, 20_____.

Service provider signature