

POLICY M4

CAPE –Harassment Prevention

Objective

1. The objective of the policy on harassment prevention is to foster safe and healthy relations between members of the Canadian Association of Professional Employees (CAPE) when involved in CAPE business or when attending CAPE events.
2. The policy applies to members of CAPE interacting with members of CAPE.

Authorities

3. The Harassment Prevention Policy is established in accordance with CAPE's Constitution, the Preamble, Paragraphs 6.6 and 29.9 as well as Article 20, and in accordance with By-Law 5.
4. The policy is to be read in conjunction with CAPE's Policy on Inclusiveness and Equity.
5. Appendix A contains a copy of the Minutes recording the decision to establish the policy.
6. Appendix B contains a copy of the definition of harassment.
7. Appendix C contains a copy of the CAPE's Statement on Harassment.

Responsibilities

8. CAPE
 - a) will periodically review the Constitution, Regulations, Policies and practices of the organization in order to reinforce measures meant to prevent harassment;
 - b) will take steps to provide training and/or support training of members on the matters of harassment prevention, and the related matters of discrimination, inclusion and equity;
 - c) will provide guidance and support to committees and Locals in order to ensure that meetings and events are conducted respectfully and that members feel safe to express their opinions.
9. CAPE's elected and appointed officers
 - a) will not engage in behaviour that constitutes harassment as defined in Appendix B of the policy;

- b) will encourage the informal resolution and/or mediation of differences wherever appropriate;
- c) will inform members of their rights and obligations under the policy and its authorities;
- d) will support measures to eliminate harassment within CAPE;
- e) will take training consistent with the values of the policy and assist CAPE to achieve the policy's objectives;
- f) will ensure that copies of CAPE's Harassment Statement are distributed at the beginning of all CAPE meetings and events and that the statement is read aloud (See Appendix C);
- g) will volunteer, as required, to be the anti-harassment resource person of a meeting or event.

10.A CAPE member

- a) will not engage in behaviour that constitutes harassment as defined in Appendix B of the policy;
- b) will support measures to eliminate harassment within CAPE.

Timelines

- 11. CAPE will take steps immediately to implement sub-paragraphs 8(a), 8(b) and 8(c).

Review

- 12. The Harassment Prevention Policy will be reviewed every three (3) years. The review is to occur within the first year of a new National Executive Committee mandate.
- 13. Exceptionally, the policy will be reviewed in January 2020 in light of changes to Canada Labour Code Regulations.

Effective Date

- 14. February 12, 2019.

POLICY M4: HARASSMENT PREVENTION

APPENDIX B

Harassment : improper conduct by a member, that is directed at and offensive to another member in the workplace, including at any event or any location related to CAPE, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the *Canadian Human Rights Act* (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction). Harassment is normally a series of incidents but can be one severe incident which has a lasting impact on the individual.

POLICY M4: HARASSMENT PREVENTION

APPENDIX C

CAPE STATEMENT ON HARASSMENT

**This statement is to be read out at
all CAPE events and meetings and
distributed at meetings where
Minutes are taken**

Our Association is made strong by colleagues working together to improve their working conditions and to preserve the rights that we have achieved for the membership. Mutual respect is the cornerstone of these successes.

Both at CAPE events and in the workplace, CAPE members are entitled to be free from discrimination and harassment on the basis of age, sex, national or ethnic origin, race, religion, criminal record, disability, sexual orientation, gender identity or expression, language, class or political beliefs. Members are also entitled to be free from personal harassment.

If you experience harassment at this event, contact the identified Anti-Harassment Resource Person to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate our members speaking directly with one another to resolve matters. If this is not successful or possible, the Association will act fully and quickly as required by law and the Association's Constitution and Bylaws.

Harassment in all its forms, detracts from our common purpose and weakens our Association. Let each one of us, as we work together on the important task at hand, treat each other with dignity and respect.

[the speaker then will name the Anti-harassment Resource Person (who has been properly trained) and will ask that person to identify himself or herself]