

POLICY TO PREVENT AND COMBAT
PSYCHOLOGICAL HARASSMENT AND
SEXUAL VIOLENCE



**École
de cirque**
de Québec

*In order to simplify the document, only the French version of the policy includes the signatures of the designated persons.

Policy for the Prevention of Psychological and Sexual Harassment in the Workplace and for the
Handling of Complaints

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PREAMBLE

Any person who attends, visits or stays at the École de cirque de Québec (the ECQ) has the right to have their physical, psychological and moral integrity protected, safeguarded and respected.

It is the duty of the ECQ management team to ensure that it offers a safe and healthy environment, free of any form of abuse, aggression, harassment or violence, and to provide assistance to any person connected with the ECQ who might need it.

This policy (the "Policy") is based on the legislation in force in Quebec and Canada, and on the student and employee guides.¹ We also refer to the policies of the ECQ's partners, namely CÉGEP Limoilou for DCS students, as well as partner secondary schools with the circus studies program: École CardinalRoy and École La Seigneurie.

It applies to any situation covered by the Student Regulations² and any other policy, code of conduct, regulation or measure of the School.

In order to simplify the reading of the present text, the use of the word 'student' includes and designates all pupils and students of any level or program at the School. Moreover, the use of the masculine gender is only intended to lighten the reading experience.

<https://www.cnt.gouv.qc.ca/en-casde/harcelementpsychologique-ousexuel/index.html#c4659>

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1. Scope

The ECQ's management team is responsible for applying this policy. The École does not tolerate situations or behaviours from any person that could have a negative impact on the integrity of a person working for, participating in activities at, or collaborating with, the ECQ. The ECQ's goal is to allow everyone to develop in a safe environment that is conducive to the work and activities being carried out at the ECQ.

The members of the board of directors, management, executives, staff (permanent and contract employees as well as consultants), secondary and post-secondary students, recreational program participants, coaching professionals, interns, artists, parents as well as anyone outside the ECQ, including volunteers, suppliers, recipients of services provided by the ECQ who spend time with staff or students, visitors and different ECQ partners, all share the responsibility of implementing and achieving the objectives of the policy. They are all subject to the policy and entitled to use it.

Management values personal and professional relationships based on mutual respect, collaboration and establishing a foundation of trust. The ECQ has conveyed its values and, by extension, the behaviours expected from everyone, in the student and employee guides.

2. Overall Objective of the Policy

The objective of this policy is to assert the ECQ's commitment to preventing and putting an end to all situations of psychological and sexual harassment and sexual violence from any person within its institution, including any form of discriminatory harassment. The policy also aims to establish and make available the intervention principles implemented in the institution when a harassment complaint is filed or when a harassment situation is reported to the employer or its representative.

If an action, gesture or comment from any person occurring outside the hours of school, work or any activity carried out either inside or outside the walls of ECQ has any type of impact whatsoever on either the climate, interactions or activities of the participants, students or staff, these actions may be considered as having taken place during school or work time.

3. Definitions

RECOGNIZING PSYCHOLOGICAL, SEXUAL OR DISCRIMINATORY HARASSMENT AND SEXUAL VIOLENCE

Harassment, as defined in the Act Respecting Labour Standards, includes "psychological harassment," which is "vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions 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 certainty,

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psychological harassment includes such behaviour in the form of verbal comments, actions or gestures of a sexual nature. A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.”

Harassment includes any act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation, threat or discrimination.

The concept of harassment includes “psychological harassment,” “sexual harassment” and “discriminatory harassment.”

For behaviour to be considered “psychological harassment” within the meaning of the Act Respecting Labour Standards (section 81.18), it must meet the following five (5) conditions: ● vexatious behaviour (offensive, humiliating); ● that manifests itself repeatedly or in the form of a single, serious action; in a hostile (aggressive, threatening) or unwanted manner;

- that negatively impacts a person’s dignity or psychological or physical integrity;
- resulting, for the person, in a toxic work environment (harmful, detrimental).

● These conditions include comments, actions or gestures of a sexual nature. It must also include administrative harassment (abuse of power), discriminatory harassment (described in the following paragraph) and violence.

Discrimination on the basis of any of the grounds enumerated in section 10 of the Charter of Human Rights and Freedoms can also constitute harassment: race, colour, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, disability or the use of any means to compensate for the disability.

By way of example, the following behaviours could be considered vexatious conduct constituting harassment if they fulfill all the criteria of the Act.

According to the Act, the definition of “sexual violence” is any form of violence targeting sexuality or any other misconduct manifested in particular by unwanted gestures, practices, words, behaviours or attitudes with a sexual connotation, whether they occur on a single occasion or repeatedly, which includes violence relating to sexual and gender diversity.

Behaviours that may be linked to psychological harassment

- Bullying, cyberbullying, threats, isolation
- Offensive or defamatory comments or gestures regarding a person or their work
- Verbal abuse
- Denigration

Behaviors that may be related to sexual harassment or violence

- Any misconduct, form of unwanted attention or advance with a sexual connotation, for example:
 - Persistent sexual approaches
 - Looking, kissing or touching
 - Sexist insults, crude comments
 - Sexualized comments, jokes or images delivered by any means, including technological
- Gestures or words related to sexual or gender diversity

4. Specific Objectives of the Policy

- 4.1 To help prevent inappropriate situations and behaviours that may negatively impact the integrity or safety of a person associated with the ECQ.
- 4.2 To ensure that all people associated with the ECQ will be treated with respect, impartiality, dignity and fairness, particularly by encouraging interpersonal relations marked by civility.
- 4.3 To establish the roles and responsibilities of every individual that falls within the scope of this policy.
- 4.4 To communicate the ECQ's concrete commitment to taking the appropriate steps to provide a healthy work and learning environment, free of any type of harassment, including harassment of a sexual nature and harassment during work or training-related social activities.
- 4.5 To prevent harassment through awareness-raising efforts, information and training for all employees, volunteers and students and by incorporating training activities from the very start of the school year for the departments concerned. Intégration d'activités de formation dès la rentrée scolaire pour les départements concernés.
- 4.6 To define the scope of this policy and its guiding principles.
- 4.7 To establish intervention mechanisms, conditions and measures that will make it possible to prevent, identify and resolve conflict situations and situations potentially constituting harassment, to put an end to all forms of harassment and limit its negative impacts. These measures must include specific measures to protect those affected by harassment and those who have collaborated in handling a complaint or report.
- 4.8 To educate everyone connected to the ECQ about the importance of always ensuring the protection and safety of the people at the ECQ and the safeguarding of their dignity and integrity, as well as the obligation arising therefrom to espouse harassment-free behaviours.
- 4.9 To educate all individuals associated with the ECQ about the different forms of harassment, to help them identify inappropriate situations and behaviours that could have a negative impact on their integrity or safety and that of others in their environment, and to offer them communication tools appropriate to the circumstances, as well as information on the procedure to follow in the event of a harassment situation.
- 4.10 To provide support to people involved in a difficult situation which could create an unsuitable working or learning environment and have a negative impact on the dignity and health of the individuals involved (incivility, conflict, harassment, violence).
- 4.11 To identify behaviours, situations and risk factors that could be problematic and that may involve inappropriate behaviours that could negatively impact the integrity, or safety and integrity, of one or more individuals. In addition to identifying risk factors, methods and techniques will be developed to control and eliminate them.

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- 4.12 To encourage the establishment of a peer-led mutual assistance program at the ECQ in order to improve and increase the effectiveness of the help that students can provide one another in harassment situations they may encounter.
- 4.13 To provide the support and tools needed for resolving cases, and to ensure the confidentiality and proper retention of documents made and obtained in the course of handling a situation. The ECQ will ensure that reports and complaints are handled objectively and impartially with respect for individuals and the principles of procedural fairness. The ECQ will also have to follow up properly on reports and complaints.
- 4.14 To adopt an action plan that will be reviewed periodically to ensure that all frameworks and resources are useful and effective in preventing and dealing with harassment of any kind.

5. Roles and Responsibilities

- 5.1 Responsibilities of students, volunteers and employees, including the members of the board of directors and staff at all organizational levels
 - 5.1.1 Adopt respectful, harassment-free conduct.
 - 5.1.2 Quickly report any type of conflict or harassment situation that you witness or experience.
 - 5.1.3 Participate in the awareness-raising and training activities dealing with the prevention and resolution of conflict and harassment situations that are organized for them.
 - 5.1.4 Observe the principles and rules of this policy. It is important to report the acts of individuals causing bullying, harassment or violence. Those who report such acts also need to be protected. Witnessing and not reporting means being complicit and allowing the violence to continue. Complicity in harassment situations is punishable by the same consequences as those laid out in this policy.

- 5.2 Staff members that have employees, volunteers or students under their responsibility (in addition to the responsibilities stipulated in section 5.1)
 - 5.2.1 Set an example by adopting respectful behaviour.
 - 5.2.2 Ensure that all employees, volunteers and students under their responsibility implement and abide by this policy.
 - 5.2.3 Ensure ongoing identification of risk factors and take quick action on them or bring them to the attention of the general director, depending on the situation.
 - 5.2.4 Intervene quickly when witnessing inappropriate behaviour or when receiving a report or complaint, either by:
 - acting on the situation;
 - seeking advice from one's immediate supervisor or a member of management; ● recommending preventive measures to one's supervisor.

- 5.3 Board of directors (in addition to the responsibilities stipulated in section 5.1)
 - 5.3.1 Set an example by adopting respectful behaviour.
 - 5.3.2 Adopt this policy and any updated or revised versions of it.
 - 5.3.3 Promote this policy and the ECQ's stated commitment to it.

- 5.4 General manager (in addition to the responsibilities stipulated in section 5.1)
 - 5.4.1 Set an example by adopting respectful behaviour.
 - 5.4.2 Promote this policy and the ECQ's stated commitment to it.
 - 5.4.3 Ensure that the policy is applied within its scope.

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- 5.4.4 Ensure that all students, employees, volunteers, third parties and any other person referred to in section 1 of the policy comply with and apply this policy.
- 5.4.5 Ensure ongoing identification of risk factors and take appropriate measures, methods and techniques to control and eliminate them.
- 5.4.6 Organize information, awareness-raising and training activities for students, staff and volunteers, as well as for individuals who have specific responsibilities regarding the application of this policy, depending on the needs identified, and evaluate them.
- 5.4.7 Receive reports and complaints and ensure that they are handled according to the conditions, procedures and mechanisms provided for in this policy and in keeping with its guiding principles, including respect for confidentiality and the proper destruction of documents made and received while handling a situation.
- 5.4.8 When receiving reports and complaints, take measures to protect those affected by a harassment situation and those who have collaborated in handling a report or complaint.
- 5.4.9 Submit an annual anonymized report to the board of directors providing information on the number of reports and complaints, and on interventions, corrective and support actions and conclusions.
- 5.4.10 Review the procedures of the policy and the policy itself, as well as the action plan, regularly to identify parameters and actions to be implemented, with the assistance of a review committee, and recommend changes to the board of directors.

Parents of students, visitors, suppliers' representatives, subcontractors and partners

- 5.5.1 Adopt respectful, harassment-free conduct in all interpersonal relationships related to the ECQ's working and learning environment.
- 5.5.2 Collaborate in maintaining a healthy working and learning climate by reporting problematic situations to the department head or to the general director at any time.

ADDITIONAL INFORMATION CONCERNING PARTICIPANTS OR EMPLOYEES UNDER THE AGE OF MAJORITY

The Youth Protection Act (CQLR, c. P-34.1) Section 39 of the Youth Protection Act stipulates that, "Every professional who, by the very nature of their profession, provides care or any other form of assistance to children and who, in the practice of their profession, has reasonable grounds to believe that the security or development of a child is or may be considered to be in danger within the meaning of section 38 or 38.1, must bring the situation to the attention of the director without delay. The same obligation is incumbent upon any employee of an institution, any teacher, any person working in a childcare establishment or any police officer who, in the performance of their duties, has reasonable grounds to believe that the security or development of a child is, or may be considered to be, in danger, within the meaning of the said provisions."

Please refer to appendices 1 and 2 of this document for internal resources (responsible officials in each department) and external resources.

6. Process for Reporting and Filing a Complaint and Complaint Handling Mechanisms

6.1 General terms and conditions

- 6.1.1 Anyone who makes a report or files a complaint will be received within 48 hours, in accordance with the guiding principles of this policy.
- 6.1.2 The use of any of the means provided for in the policy shall under no circumstance prevent the complainant from seeking legal redress.
- 6.1.3 The complainant's consent is always required in order to proceed with the handling of their report or complaint. However, the ECQ reserves the right to intervene if it has reasonable grounds to believe that a violation of this policy has occurred.
- 6.1.4 Those concerned by the problematic situation can always be accompanied by a person of their choosing.

6.2 Reporting process

- 6.2.1 A student, a recreational sector participant, or either of these individuals' parents may report a situation to a teacher, the coordinator or management team of their sector, or the general management team.
- 6.2.2 An employee or volunteer may report a situation to their immediate supervisor or to the general management team.
- 6.2.3 A third party may report a situation to the general management team.
- 6.2.4 In a situation in which the respondent is a member of the general management team, the report can be made to a member of the board of directors. In such a case, the general management team will not be allowed to handle the report or complaint.

6.3 Mechanisms for handling reports

- 6.3.1 If the person who receives the report is not a member of the general management team and if the latter is not the subject of the report, the former must inform the latter of the report. They will then agree on an intervention, as the case may be, to:
 - Provide appropriate support to the person who made the report: attentive listening, advice and/or guidance
 - Suggest to the reporting person that they communicate their discomfort with the person who is the subject of the report to put an end to the problematic situation
 - Implement preventive measures to keep the situation from deteriorating
 - Suggest a mediation process
 - Implement corrective and

support measures, depending on the

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situation

6.4 Complaint filing process and complaint handling mechanisms

6.4.1 It is advisable that complaints be filed as quickly as possible after the inappropriate conduct occurs. However, a person has up to two (2) years from the last occurrence of the misconduct to file a complaint.

6.4.2 The person shall submit their complaint in writing, using the form provided for this purpose, to general management (or to the board of directors, should the respondent be a member of the general management team).

6.4.3 The person receiving the complaint (general management team or board of directors):

- If the parties have not already attempted mediation, suggest this process, which also implies the agreement of the responding party, in order to reach a mutually acceptable agreement
- If there is no mediation process, see to it that the complaint undergoes an admissibility analysis and inform the principal party of the result of the analysis
- If the complaint is inadmissible, recommend other measures, if necessary
- If the complaint is deemed admissible, launch a formal investigation. An impartial, neutral person will be appointed to conduct it
- Inform the respondent of the allegations concerning them and of the name of the complainant
- Once the investigation is completed, implement corrective and support measures, depending on the situation

6.4.4 The person conducting the investigation shall be qualified and shall ensure the impartiality of the investigation. Their mandate consists of:

- conducting interviews with the complainant, respondent and witnesses
- deciding whether the complaint is valid, in whole or in part, or is unfounded or frivolous
- making recommendations
- delivering their investigation report within 60 days of the start of the investigation, barring exceptional circumstances

6.4.5 The complainant and respondent will receive the conclusions of the investigation.

7. Complaint Management

7.1 Complaint admissibility analysis

A complaint is admissible if the situation meets the definition of harassment. Behaviour may be inappropriate without, however, constituting bullying or

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harassment, whether it is repetitive in nature or not. Therefore, it is the responsibility of the coordinators in charge and management (as the case may be) to act preventively.

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7.2 Complaint handling management

- 7.2.1 The complaint belongs to the complainant. Their agreement is required to set the different steps in motion. These steps may be interrupted at any time at their request. However, it is the ECQ's responsibility to ensure that it provides a safe and healthy work environment. Closing a complaint file does not limit the École's power to act administratively or in disciplinary mode.
- 7.2.3 Once a complaint is received, throughout the process of managing it and once the file is closed, the responsible official in the appropriate department and management shall give their support to the complainant and shall ensure that the acts of harassment come to a complete halt. Follow-up meetings shall be held with the complainant on the 10th and 30th days after management of the situation is finished in order to check whether a healthy climate is being maintained.
- 7.2.4 Utmost confidentiality is required of all those who intervene in the situation or who are called upon as witnesses in a case.
- 7.2.5 Complaints must be handled fairly for each of the parties, who have the right to be heard and treated impartially.

8. Measures and Sanctions

In situations where the investigation determines that harassment has occurred, it is the general manager's responsibility to impose the appropriate corrective action(s), depending on the gravity of the misconduct. Such action(s) may include, recommend or impose one or more of the following:

- Verbal or written apologies, with the apologizing person also providing their written commitment that they will stop the behaviours in question
- A letter of reprimand
- The obligation for the person found responsible for committing an act of bullying, harassment or violence, to participate in one or more training sessions that will allow them to improve their behaviour and interpersonal relations
- Consultation with specialized resource persons, either through a CLSC or a private clinic
- Exceptional support measures
- Transfer
- Suspension of the person found responsible for bullying, harassment or violence
- Removal, dismissal, contract termination or expulsion of the person found responsible

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If it is shown that a complaint was filed in bad faith, the complainant may be subject to discipline, up to and including dismissal, contract termination or expulsion from the ECQ.

9. Confidentiality and Data Retention

All information, data or documents related to a complaint or report received in the course of handling a situation, including the identity of the people involved, shall be treated confidentially by all concerned parties, unless this information is needed to handle the complaint or impose sanctions.

It is important to understand, however, that to be able to take action, the responsible officials need to conduct an investigation. If information must be disclosed, it shall be communicated only to the people involved, and the protection and safety of the person who made the complaint will be ensured.

In order to ensure utmost confidentiality, no information about the investigation must be placed in the student's or person's file, with the exception of the administrative or disciplinary measures at issue. All documents made or obtained in the course of handling a harassment situation are kept under lock and key by the general management team (or the board of directors) and are destroyed confidentially two (2) years following the date the file is closed.

10. Responsibility for the Application of the Policy and Creation of a Working Committee

The general management team is responsible for the application of this policy and for the measures resulting from it. Management shall appoint other people to assist them in their work and to facilitate everyone's adherence.

11. Adoption and Effective Date

This policy shall be effective on the day of its adoption by the board of directors and replaces any other policy or procedure that may previously have been issued on the same subject. Any amendment to this policy must be approved by the board of directors.

12. Principles of Intervention

The ECQ undertakes to:

- Take charge of the complaint or report in a timely manner
- Preserve the dignity and privacy of the people involved, i.e., the complainant, the respondent and the witnesses
- See to it that all those involved are treated with humanity, fairness and objectivity and that they are offered appropriate support
- Protect the confidentiality of the intervention process, especially information related to the complaint or report
- Offer the people involved the possibility of having a meeting with them if they agree, in view of settling the situation
- Conduct as needed an investigation promptly and objectively or entrust this responsibility to an external party. The people involved will be informed of the outcome of this process. In all cases involving an investigation, the documents will be kept for two years and subsequently destroyed
- Take all reasonable steps to resolve the situation, including appropriate disciplinary action

Anyone who breaches the harassment policy will be subject to appropriate disciplinary action. The choice of the applicable measure will take into account the gravity and consequences of the action(s) and of the past record of the person who committed them.

Anyone who is found to have made false accusations in order to cause harm is also subject to appropriate disciplinary action. In the context of handling and settling a situation related to workplace harassment, no one shall suffer prejudice or be subject to reprisals on the part of the employer.



Tim Roberts
General Director
École de Cirque de Québec

August 8, 2024

Date

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Jocelyn Tremblay
Président du Conseil d'Administration
École de cirque de Québec



Date

APPENDIX 1

Responsible Officials Appointed by the Employer

The École de Cirque de Québec:

- Will ensure that the designated responsible officials are properly trained and have the tools they need at their disposal to handle and follow up on complaints and reports
- Will free up work time so that the designated responsible officials can perform the duties assigned to them

The following people have been designated as the officials in charge of applying the École de Cirque de Québec's Policy to Prevent and Combat Psychological Harassment and Sexual Violence:

Student Life Coordinator

École de Cirque de Québec 418-525-0101 extension 232

alepage@ecoledecirque.com Also reachable on TEAMS

FOR ALL DEPARTMENTS

Tim Robert

General Director École de Cirque de Québec

troberts@ecoledecirque.com

418-525-0101, extension 233

Also reachable on Teams

FOR THE RECREATIONAL SECTOR

Nancy Lessard

Recreational Sector Director

École de Cirque de Québec 418-525-0101 extension 222

nlessard@ecoledecirque.com

Also reachable on TEAMS

Jocelyn Tremblay

Chairperson of the Board of Directors

joctremblay@scfp.ca

Sylvie Lemieux

Vice Chairperson of the Board of Directors

Lemieuxsylvie3@gmail.com

FOR CIRCUS AND HIGH SCHOOL STUDIES

Fanny Laneuville-Castonguay

Circus and High School Studies Coordinator

École de cirque de Québec

418-525-0101 poste 238

flcastongttay@ecoledecirque.com

Joignable également sur TEAMS

FOR THE PREPARATORY AND THE DCS AND DEE PROGRAMS

Anne Lepage

These responsible officials must primarily:

- inform staff about the organization's psychological and sexual harassment policy
- intervene informally to try to resolve situations
- receive complaints and reports
- recommend what action to take to put an end to the harassment

RESPONSIBLE OFFICIALS' UNDERTAKING

I hereby declare that I undertake to comply with this policy and I promise that my intervention will be impartial, respectful and confidential.



Tim Roberts
Directeur général

8 août 2024
Date




Nancy Lessard
Directrice du secteur récréatif

9/09/24
Date




Jocelyn Tremblay
Président du conseil d'administration

20 août 2024
Date




Anne Lepage
Coordonnatrice à la vie étudiante

09/09/24
Date



Sylvie Lemieux
Vice-Présidente du conseil d'administration
Vice Chairperson of the Of Directors

12/09/24
Date



Fanny Lanedville-Castonguay
Coordonnatrice du volet cirque-
Secondstudies

16/09/2021
Date

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APPENDIX 2

External Resources

En Piste

Provincial circus arts association

514 529-1183 www.enpiste.qc.ca

Entire page devoted to harassment and sexual violence:

<https://enpiste.qc.ca/en/harassment>

Une fois de trop

Guide for organizations supported by the Ministère de la Culture et des Communications as part of the *Aide au fonctionnement pour les organismes de formation en art* program.

https://www.unefoisdetrop.ca/wp-content/uploads/2019/05/2018-19_Harassment_Guide_vf_before_ISBN.pdf

CNESST

Commission des normes, de l'équité, de la santé et de la sécurité du travail

<https://www.cnt.gouv.qc.ca/en-cas-de/harcelement-psychologique-ousexuel/index.html>

Juripop

Free, confidential legal services for anyone who is an ally or who has experienced or witnessed sexual or psychological harassment in the workplace or sexual violence.

<https://juripop.org/jai-vecu-duharcelementau-travail-ou-des-violencessexuelles/>

L'Aparté

Offers first-line assistance to anyone in the cultural sector who experiences or witnesses harassment (psychological or sexual) or workplace violence (sexual assault).

450 396-9449/1 833 LAPARTÉ

<https://aparte.ca/>

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APPENDIX 3

Harassment Complaint Form

I BELIEVE I HAVE BEEN A VICTIM OF HARASSMENT

Sexual

Psychological

Other

Sexual Violence

YOUR CONTACT INFORMATION	
Last name and first name	
Phone number (cell or home)	
Work phone number (if applicable)	
E-mail address	
Other information	
CONTACT INFORMATION OF RESPONDENT(S) (INDIVIDUAL(S) WHO IS/ARE THE SUBJECT(S) OF THE COMPLAINT)	
Last name and first name	
Status (employee, student, etc.)	
Last name and first name	
Status (employee, student, etc.)	
Last name and first name	
Status (employee, student, etc.)	

consequences and witnesses' names, if applicable.



ALLEGATIONS

The facts expressed in this form are true to the best of my knowledge. I realize that some of the information that I have provided may be disclosed by the person in charge of handling my complaint, among others, to the respondent and to the people named as witnesses, only, however, to the extent that is necessary for handling my complaint. I undertake to exercise utmost discretion and to refrain from discussing the content of this

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form with my colleagues or other people, except for the purposes permitted by law, by the policy or for the purpose of consulting a counsellor, if need be.

SIGNATURE

And I have signed at (city) _____, on this _____ day of the month of 20_____.

Signature _____

APPENDIX 4

Confidentiality Statement

POL

FOR THE PARTIES AND WITNESSES

I, _____, undertake to keep confidential (i.e., to refrain from discussing with anyone at work or school or outside of work or school, regardless of the means of communication used) the testimony that I give, as well as any information related to this matter, except for the purpose of consulting a counsellor of my choice or unless authorized or required to disclose it under the policy or under the law.

Signature _____ Date _____

I, _____, undertake to keep confidential (i.e., to refrain from discussing with anyone at work or school or outside of work or school, regardless of the means of communication used) the testimony that I give, as well as any information related to this matter, except for the purpose of consulting a counsellor of my choice or unless authorized or required to disclose it under the policy or under the law.

Signature _____ Date _____

FOR PEOPLE ACCOMPANYING THE
PARTIES AND
WITNESSES