

**Title: Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power**

**CLASSIFICATION:** BOARD OF GOVERNORS

**FIRST ADOPTED:** June 9, 2008 – Board of Governors item 430.6.4

**REVISED:** October 27, 2014 – Board of Governors item 470.5.1

**Preamble**

This policy has been developed in light of the College's Mission Statement, the Human Resource Management Policy, the Quebec Charter of Human Rights and Freedoms (RSQ, ch. C-12) and the Act Respecting Labour Standards (RSQ, ch. N-1.1). Dawson College recognizes that all its employees and students are entitled to a respectful and harmonious work and/or study environment free from violence, discrimination, all forms of harassment, and the abuse of power, where respect of the individual's dignity, physical and psychological integrity are safeguarded. To this end, Dawson College will take all reasonable measures to prevent incidents of violence, discrimination, harassment and the abuse of power, and, when informed of such incidents whether informally or formally in writing, will intervene to

established by the applicable collective agreement, the Student Code of Conduct or the

**Article 4      Roles and Responsibilities**

4.01    Employees and students are responsible for conducting themselves in a manner that is respectful of others and thereby

The College's student activities counsellor for health services (nurse).

## **Article 5 Principles of an Intervention**

- 5.01 Dawson College will conduct all interventions thoroughly with diligence, impartiality and integrity. All parties involved will be treated with respect and fairness. Dawson College ensures that anyone who, in good faith, requests an intervention will not be subject to penalties of any kind.
- 5.02 Anyone filing a complaint or being accused under this policy has the right to be assisted and advised by a resource person of his/her choice to act as confidant. To facilitate the process, Dawson College will, when possible, extend to this confidant release from his/her functions during normal working hours, to assist in the pursuit of the complaint.
- 5.03 All inquiries to the Director of Administrative Services (DAS) or to the Director of Student Services (DSS) will be treated in confidence. All interventions will be handled discreetly with concerned parties being reminded of their obligations with respect to confidentiality. The College will ensure that all documentation collected or filed during the intervention is handled in accordance with the Act Respecting Access to Information and the Protection of Personal Information (RSQ, ch. A-2.1). This documentation will be kept separate from the personnel files.

## **Article 6 Procedure for Resolving a Complaint**

- 6.01 Whenever possible, students and employees are encouraged to attempt to resolve conflicts directly. However, in the event that the complainant is uncomfortable with the idea of addressing his/her complaint with a person they allege to be a harasser, then, the complainant should immediately proceed to the next step in the procedure.
- 6.02 Should direct resolution fail or when it is inappropriate, the matter should be brought to the attention of the immediate supervisor of the person alleged to have committed the violence, discrimination, harassment or abuse of power. Should the immediate supervisor's intervention not resolve the matter, or, if the complaint is directed against the immediate supervisor, then the complainant, or a confidant acting on his/her behalf, must contact the Director of Administrative Services (DAS). In the event that the complaint directly involves the Director of Administrative Services (DAS), the procedure for handling the complaint will fall to the Director General. In the event that the complaint directly involves the Director General, the procedure for handling the complaint will fall to the Board Chair.
- 6.03 Failing a resolution in cases where a student is alleged to have committed violence, discrimination, harassment or the abuse of power, the complaint must be referred to the Director of Student Services (DSS). It is recommended that students first meet with a College ombudsperson.
- 6.04 No later than five (5) working days after hearing the nature of the complaint being presented, The Director of Administrative Services (DAS) or the Director of Student Services (DSS) will determine admissibility of the complaint and recommend:

A less formal approach be undertaken to resolve the situation; or,  
The employee or the student files a formal written complaint requesting the College's intervention.

- 6.05 Once admissibility has been established and if the individual making the complaint decides to file a formal complaint, the Director of Administrative Services (DAS) or the Director of Student Services (DSS) will present the complainant with the two means of intervention available to resolve the situation:



8.02