



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

# ANNUAL REPORT ON THE *HOUSE* *OF COMMONS POLICY ON* *PREVENTING AND ADDRESSING* *HARASSMENT*

2016–2017



## Introduction

The [House of Commons Policy on Preventing and Addressing Harassment](#) was adopted by the Board of Internal Economy on December 9, 2014. This policy applies to:

- all Members of Parliament as employers, including House Officers whose employees' salaries are paid out of the House Officer's budget set by the Board in accordance with section 16 of the *Governance and Administration By-law*;
- staff employed by
  - Members,
  - House Officers, and
  - Research Offices;
- interns and volunteers (paid or unpaid).

Employees covered under a collective agreement as well as employees of the House of Commons Administration are excluded from the application of this policy and are covered by separate frameworks.

The policy builds upon the framework previously implemented by the Board, namely access to Finding Solutions Together, a confidential program for informal conflict management resolution, as well as to a Harassment Prevention Program that focuses on increasing awareness and proactively stopping potential harassment in its earliest stages.

The policy addresses prevention, processes for filing informal and formal complaints, investigating and reporting, appeals, and communicating findings. Enquiries and complaints will not always result in formal harassment investigations as they may be resolved through one of the options outlined in the policy, such as mediation.

This policy applies to Members as employers and does not cover situations between Members.

The report covers the 2016–2017 fiscal year.

## Enquiries/Complaints

The cases outlined in this report are categorized as enquiries or complaints (formal and informal) and were handled through the Office of the Chief Human Resources Officer, either by the Chief Human Resources Officer (CHRO) himself or by the Manager of the Respectful Workplace Program, who reports directly to the CHRO. Enquiries may involve a request for information regarding the options available under the policy or otherwise, and in certain situations the person making the enquiry may be referred to a more appropriate channel to resolve the issue.

During the period covered by this report, a total of 19 cases were processed. Of these cases, 13 were enquiries only; of the remaining 6, 2 were formally investigated, 1 was resolved outside the policy, 1 through informal resolution and 2 were deemed not receivable as the complaints did not meet the policy's definition of harassment.

Finally, both formal investigations concluded that there was no harassment in either case.

## **Training/Awareness**

The Office of the Chief Human Resources Officer continued to work with Whips' offices to ensure that Members and staff are made aware of their rights and responsibilities under the policy. Targeted training sessions were offered and one was given.

In the last reporting period it was determined that given the geographic dispersion of participants, classroom training was not ideal and the use of technology should be leveraged through an online, interactive e-learning solution. Consequently, in December 2016, the House of Commons launched a bilingual online training session on the Policy intended for Members and staff. The training session can be accessed using the following link: <http://training-formation.parl.gc.ca/harassment-prevention/>.

This online training session allows the House of Commons to deliver just-in-time training to targeted groups anywhere in Canada, including in Ottawa and in constituency offices. This model also eliminates travel costs for participants and instructors.

Those who participate in the online training session can voluntarily declare their status (Member, Member's employee – Ottawa office, Member's employee – constituency office, etc.). As of March 31, 2017, over 600 individuals had completed the online training session.

Finally, a section on harassment awareness was developed and is prominently displayed on IntraParl, the parliamentary intranet site.

Pierre Parent, CHRP  
Chief Human Resources Officer  
House of Commons  
Ottawa, May, 2017

## Reporting

**Table 1 – Grounds for Enquiry/Complaint**

	COMPLAINT	ENQUIRY	
Abuse of authority	4	4	
Harassment	2	3	
Discrimination	-	2	
Sexual harassment	-	2	
Mixed	-	2	
<b>Total</b>	<b>6</b>	<b>13</b>	<b>19</b>

**Table 2 – Status of Respondent**

Member	9
Colleague	7
Other	3
<b>Total</b>	<b>19</b>

**Table 3 – Gender of Complainants and Respondents**

	COMPLAINANT	RESPONDENT
Male	4	11
Female	15	5
Unknown	0	3
<b>Total</b>	<b>19</b>	<b>19</b>

**Table 4 – Outcomes**

	ABUSE OF AUTHORITY	HARASSMENT	SEXUAL HARASSMENT	DISCRIMINATION	MIXED
Enquiry only	4	4	2	2	1
Complaint withdrawn	-	-	-	-	-
Informal resolution	-	-	-	-	1
Mediated resolution	-	-	-	-	-
Investigation	1	1	-	-	-
Resolved	1	-	-	-	-
Non-receivable	2	-	-	-	-

**Table 5 – Results of Investigation**

Substantiated	0
Partially substantiated	0
Not substantiated	2
Frivolous or in bad faith	0