



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Annual Report on the Members of the House of Commons Workplace Harassment and Violence Prevention Policy

2023–2024

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Introduction

Adopted by the Board of Internal Economy (the Board) on January 28, 2021, the *Members of the House of Commons Workplace Harassment and Violence Prevention Policy* (the Policy) outlines the responsibilities of Members of the House of Commons, as employers, and their employees in maintaining a healthy, safe and respectful work environment free from harassment and violence. The revised version of the Policy was approved by the Board on February 15, 2024. While the format has been updated to ensure accessibility, the substance remains the same.

The Policy applies to

- all Members of the House of Commons, as employers, whether acting as a Member, House Officer or Member responsible for a research office;
- employees of Members, House Officers and Members responsible for a research office;
- interns and volunteers (paid or unpaid).

The Policy does not cover situations between Members, which are addressed by the *Code of Conduct for Members of the House of Commons: Sexual Harassment*.

The Policy sets out the specific duties of employers to investigate, record and report all occurrences of harassment and violence. It strengthens the focus on the prevention of harassment and violence, the timely and effective resolution of incidents, and the support to be provided to affected employees. The Policy also requires the Chief Human Resources Officer (CHRO) of the House of Commons to present an annual statistical report to the Board.

This report provides a statistical overview of cases received under the Policy between April 1, 2023 and March 31, 2024. It presents the number (see Table 1) and nature (see Table 2) of harassment and violence occurrences and the method used to resolve them (see Table 4). The report also provides information on training related to the Policy.

Complaints

For the purposes of the statistical report, “complaints” include all occurrences of harassment and violence reported to the Respectful Workplace team—the work unit identified by the CHRO as the designated recipient—in accordance with the Policy. During the period covered by this report, the Respectful Workplace team was informed of 17 incidents and resolved 16 incidents. One of these was resolved through a negotiated resolution process.

Most occurrences that were reported involved third parties as the respondent (the person alleged to have been responsible for the occurrence), who are not considered employees of the same employer. This includes, among others, consultants working in a Member's office, members of the public and employees working for another Member.

The number of reported occurrences is slightly higher than in previous years (see Table 1). This can be explained by the heightened awareness of the responsibilities of both Members, as employers, and their employees to record and report occurrences of harassment and violence that followed the implementation of the Policy in January 2021 and the associated awareness initiatives and training.

Training and awareness

To achieve the objectives of the Policy, significant emphasis is placed on awareness and training. Members and their employees are informed of the Policy and the associated training requirements as part of their onboarding. Training is offered and delivered to Members and their employees in accordance with the *Workplace Harassment and Violence Prevention Regulations* and the Policy.

In 2023–2024, Members and their employees participated in the training sessions outlined below.

Harassment and violence prevention for Members

The House Administration offers, in both official languages, a three-hour in-class session (or two-hour virtual session) on harassment and violence prevention for Members, entitled “Promoting a Culture of Respect.”

Six sessions were held this year as part of onboarding activities for new Members. All other Members had already attended the mandatory training.

Workplace harassment and violence prevention for Members' employees

A self-paced online course on harassment and violence prevention in the workplace designed specifically for Members' employees is offered in both official languages. This training is accessible on *Source*, the House of Commons' intranet site, and describes how to recognize, prevent and respond to workplace harassment and violence. During the period covered by this report, 496 participants completed the online training. The training will be reviewed over the next fiscal year.

Awareness and support

Information on the Policy and the process related to harassment and violence prevention appears prominently on *Source* and is regularly communicated to Members and their employees. Members can also supplement the information provided through these channels with additional resources and tools and may seek guidance and advice from subject-matter experts.

Wellness resources

The House Administration offers Members and their employees confidential support services following harassment and violence occurrences and access to various resources to help address mental health and wellness concerns or challenges. These resources include, but are not limited to, the Employee and Family Assistance Program, the Wellness Centre and Health Unit, and the Public Service Health Care Plan, as well as in-house training and seminars. The House Administration is continuously reviewing its policies and the services it offers to ensure that mental health and wellness support needs are met.

Carolyn Evangelidis

Chief Human Resources Officer
House of Commons

Reporting (2023–2024)

Table 1: Number of complaints reported over the last three fiscal years

| | 2021–2022 | 2022–2023 | 2023–2024 |
|------------|-----------|-----------|-----------|
| Complaints | 8 | 13 | 17 |

Table 2: Grounds for complaint

| Ground | Number of complaints |
|---|----------------------|
| Abuse of authority | 0 |
| Discrimination | 1 |
| Harassment | 8 |
| Sexual harassment | 3 |
| Violence (including psychological violence) | 0 |
| Multiple ¹ | 5 |
| Total | 17 |

¹ Covers more than one ground.

Table 3: Status of respondent

| Respondent | Number of complaints |
|-----------------------------|----------------------|
| Member | 1 |
| Colleague/Member's employee | 7 |
| Third party | 9 |
| Total | 17 |

Table 4: Outcome of complaint

| Outcome | Number of complaints |
|----------------------------------|----------------------|
| Negotiated resolution | 1 |
| Mediation | 0 |
| Investigation | 0 |
| Resolved (other) ¹ | 9 |
| Complaint withdrawn ² | 6 |
| Pending (still open) | 1 |
| Total | 17 |

¹ The Policy's resolution process does not apply but appropriate measures have been taken on a case-by-case basis to address the situation and prevent the recurrence of similar situations.

² The complainants have decided to not proceed with the Policy's resolution process. Appropriate measures have been taken on a case-by-case basis to address the situation and prevent the recurrence of similar situations.