



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

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

2017–2018



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,
 - Research Offices; and
- interns and volunteers (paid or unpaid).

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 preventing 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 2017–2018 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 35 cases were processed. Of these cases, 28 were enquiries only; of the remaining 7, 3 were formally investigated, 2 were resolved outside the policy and 2 were deemed not receivable as the complaints did not meet the policy's definition of harassment.

During the reporting period, Members called on our services to obtain preventive advice for situations involving themselves or their staff. A new category, called “Prevention,” was therefore added to the 2017–2018 report.

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.

A bilingual online training session on the Policy intended for Members and staff continues to be offered. 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, 2018, over 687 individuals had completed the online training session.

Furthermore, Human Resources Service (HRS) developed, with an external service provider, a three-hour in-class session on harassment prevention for Members of Parliament called *Strengthening a Culture of Respect – From Awareness to Action*. Sessions started in late February 2018. As of March 31, 2018, 12 sessions were offered for approximately 153 Members of Parliament. It is expected that all Members will have attended this session before the summer break.

HRS is currently designing a session intended for Members’ staff, to be offered in the fall.

At the request of some Members and a Research Office, personalized training sessions were offered to their respective staff. In light of the positive feedback received, this service will be expanded in 2018–2019.

Finally, a section on harassment awareness is prominently displayed on IntraParl, and Source.

Pierre Parent, CHRP
Chief Human Resources Officer
House of Commons
Ottawa, May, 2018

Reporting

Table 1 – Grounds for Enquiry/Complaint

Grounds	Complaint	Enquiry	Total
Abuse of authority	0	8	8
Harassment	0	9	9
Discrimination	1	2	3
Sexual harassment	2	3	5
Mixed	4	0	4
Prevention (New for 2017–2018)	0	6	6
Total	7	28	35

Table 2 – Status of Respondent

Status	Total
Members	17
Colleague	11
Other	7
Total	35

Table 3 – Gender of Complainants/Inquirers and Respondents

Gender	Complainant/Inquirer	Respondent
Male	11	20
Female	17	4
Unknown	7	11
Total	35	35

Table 4 – Outcomes

Outcome	Abuse of Authority	Harassment	Sexual Harassment	Discrimination	Mixed	Prevention
Enquiry only	8	9	3	2	0	6
Complaint withdrawn	0	0	0	0	0	0
Informal resolution	0	0	0	0	0	0
Mediated resolution	0	0	0	1	1	0
Investigation	0	0	2	0	1	0
Resolved (other)	0	0	0	0	0	0
Non-receivable	0	0	0	0	2	0

Table 5 – Results of Investigation

Result	Total
Substantiated	1
Partially substantiated	1
Not substantiated	1
Frivolous or in bad faith	0
Resolved before the end of the investigation	2