



**CÉGEP HERITAGE COLLEGE**  
**POLICY #6**

**CONCERNING A RESPECTFUL ENVIRONMENT  
FREE OF DISCRIMINATION AND HARASSMENT**

**COMING INTO FORCE:** June 16, 1993  
**REVISED:** November 1, 2017  
**ADMINISTRATOR:** Director of Human Resources

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# CÉGEP HERITAGE COLLEGE POLICY #6 CONCERNING A RESPECTFUL ENVIRONMENT FREE OF DISCRIMINATION AND HARASSMENT

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## Preamble <sup>1</sup>

The College is committed to providing a respectful environment free of discrimination and harassment. Legal foundations for this policy are found in the *Canadian Charter of Rights and Freedoms*, the various collective agreements, other local working conditions documents and in the *Quebec Charter of Human Rights and Freedoms* as mentioned in article 10:

*“Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.*

*Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right”.*

*10.1 “No one may harass a person on the basis of any grounds mentioned in section 10”.*

## ARTICLE 1 Purpose

The purpose of the present policy is to set the expectations of self conduct for members of the Cégep Heritage College community according to standards established by the Cégep Heritage College Charter of Rights and Responsibilities, Policy # 24 Concerning Standards of Student Conduct and the Code of Ethical Conduct. All members of the Cégep Heritage community are expected to maintain a respectful environment while performing College-related activities and duties.

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

## ARTICLE 2 Application

The present policy applies to the entire Cégep Heritage College community while participating in College-sponsored activities on or off College property.

## ARTICLE 3 Provisions

### 3.1 Standard of Conduct

The accepted standard of conduct at Cégep Heritage College is based on the principle of mutual respect and “zero tolerance” for harassment or discrimination among all members of the Cégep Heritage College Community<sup>1</sup>.

Cégep Heritage College provides an environment that is free from discrimination and harassment. In order to maintain an atmosphere of trust and respect, essential to a healthy work and academic environment. All members of the Cégep Heritage College community have the responsibility to respect the rights, freedoms and cultural diversities of others.

In the event that a person wishes to file a discrimination or harassment complaint, it should be done according to Cégep Heritage College Procedure # 16.

### 3.2 Confidentiality

When applying Cégep Heritage College Procedure #16, all parties involved are bound by the rules of confidentiality in order to protect the rights of all individuals involved in an allegation of discrimination and/or harassment.

Confidentiality, however, does not necessarily imply anonymity. A complainant should be prepared to be identified. The accused has the right to be informed of the allegation and the identity of the complainant.

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During an investigation process, the College will preserve the confidentiality of the information collected.

Only the conclusions of the report which concern them, will be shared with the parties concerned.

### 3.3 Respectful Environment Committee

In order to solicit input from all sectors of the College community, the Respectful Environment Committee is created to provide a forum for discussion on all matters related to a respectful environment.

#### 3.3.1 Membership of the Committee

- Director of Human Resources (*ex officio* Chair)
- a management personnel representative,
- a non-teaching professional representative,
- a faculty representative,
- a support staff representative,
- a student representative.

This does not preclude additional members in each category of personnel or additional student representation who will act as back-up if need be.

#### 3.3.2 Functioning of the Committee

A minimum of two meetings will be scheduled per academic year or as need be.

## ARTICLE 4 Roles and Responsibilities

The present policy constitutes a formal commitment on the part of the entire Cégep Heritage College community toward implementing a “zero tolerance” policy towards any type of discrimination and all forms of harassment at Cégep Heritage College. It is the responsibility of Cégep Heritage College community to work actively toward the achievement of the purpose of this policy.

The present policy specifies that the following entities are responsible for the implementation of measures as appropriate. It also provides details of specific responsibilities.

#### 4.1 Director General

- a) Is responsible for the application of the present policy;
- b) Fulfils the applicable role as described in Cégep Heritage College Procedure #16.

#### 4.2 Director of Human Resources

- a) Is responsible for the administration of the present policy;
- b) Is responsible for the promotion and support of the present policy;
- c) Reports to the Respectful Environment Committee on the efficiency of the present policy and its procedure.
- d) Supports all parties involved so they may assume their roles and responsibilities in applying the present policy;
- e) Ensures that all employment policies and practices are exempt from all forms of discrimination;
- f) Fulfils the applicable role as described in Cégep Heritage College Procedure #16.

#### 4.3 Academic Dean/Associate Academic Deans

- a) Is responsible for the promotion and support of the present policy to the teaching community;
- b) Ensures that all academic programs and curricula are non-discriminating;-
- c) Supports workshops and educational programs related to the present policy;

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- d) Fulfils the applicable role as described in Cégep Heritage College Procedure #16.

#### **4.4 Director of Student Services or a delegate**

- a) Is responsible for the promotion and support of the present policy to the student community;
- b) Organizes activities which will foster appreciation and respect of the rich cultural diversity of Cégep Heritage College;
- c) Ensures that communication to students takes into account the purpose of the present policy;
- d) Fulfils the applicable role as described in Cégep Heritage College Procedure #16.

#### **4.5 Administrators**

Support the present policy and promote in their respective services a respectful environment.

#### **4.6 Respectful Environment Committee**

- a) Informs and educates the College community on the present policy and Cégep Heritage College Procedure #16 and all related documentation;
- b) May organize workshops and activities related to the present policy;
- c) Receives the report on the efficiency of the present policy and related procedure;
- d) Makes recommendations about the present policy and Cégep Heritage College Procedure #16;
- e) Keeps abreast of developments related to the present policy.

#### **4.7 Accredited Employee and Student Associations**

Annually designate one representative to sit on the Respectful Environment Committee.

#### **4.8 Cégep Heritage College Community**

All members of the Cégep Heritage College Community are responsible for being aware of the present policy and to respect the rights, freedoms and cultural diversities of others.

### **ARTICLE 5 Revision**

This policy will be reviewed at least every five (5) years, or when deemed necessary.

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## GLOSSARY

**Administrator:** a senior executive or senior staff member of Cégep Heritage College.

**Anonymity:** the identities of the parties involved are not revealed.

**The College:** Cégep Heritage College.

**Confidentiality:** information regarding a case, including the identities of the parties involved, shall not be given either directly or indirectly to any party external to the process outlined in Cégep Heritage College Procedures #16 without the written consent of the parties involved.

**Discrimination<sup>1</sup>:** Discrimination is an action or a decision that treats a person or a group negatively based on such mentioned in article 10 of the Quebec Charter of Human Rights and Freedoms.

**Harassment<sup>2</sup>:** Harassment is a form of discrimination. It involves any unwanted physical or verbal behavior that offends or humiliates another. Generally, harassment is a behavior that persists over time.

A single serious incidence that has a lasting harmful effect on a person can also constitute harassment.

**Psychological Harassment<sup>3</sup>:** any vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects the dignity of individuals of the Cégep Heritage College Community or psychological or physical integrity and that results in a harmful environment for the Cégep Heritage College community. A single serious incidence of such behaviours that has a lasting harmful effect may also constitute psychological harassment.

### Cégep Heritage

**College Community:** An employee, a student or an individual who enters into a working or service relationship (i.e.:volunteer, outside contracts, etc) with the College on or off College premises.

<sup>1</sup>**Ref.:** *Canadian Human Rights Commission*

<sup>2</sup>**Ref.:** *Canadian Human Rights Commission*

<sup>3</sup>**Ref.:** *Art.81.18 Act Respecting Labour Standards (Quebec)*

### Cégep Heritage

**College Procedure #16:** Heritage College Procedure #16 concerning a Respectful Environment.

### Management

**Personnel:** any person who is a member of the management staff within the meaning of the *Regulation respecting Certain Conditions of Employment of Senior Staff of General and Vocational Colleges*.

**Present Policy:** A term used within each policy which represents a direct reference to that same document.

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**Related Document(s)** (which are available on the College Website)

This document is to be used in conjunction with:

- Cégep Heritage College Policy #10 concerning Human Resources
- Cégep Heritage College Policy #12 concerning Appraisal of Non-Teaching Personnel
- Cégep Heritage College Policy #15 concerning Appraisal of Non-Tenured Teaching Personnel
- Cégep Heritage College Policy #24 concerning Standards of Student Conduct
- Cégep Heritage College Policy #26 concerning Assessment of Management Personnel
- Cégep Heritage College Charter of Rights and Responsibilities
- Cégep Heritage College Procedure #6 concerning Breaches of Student Conduct
- Cégep Heritage College Procedure #16 Relating to Complaint Process
- Code of Ethical Conduct
- Cégep Heritage College Guideline#2 Development of College-Wide Administrative Documents
- Cégep Heritage College Policy # 5 Concerning the Evaluation of Student Achievement
- Cégep Heritage College Policy #19 Concerning Conditions Of Eligibility For a Work Term
- Cégep Heritage College Policy # 23 Concerning The Use Of Electronic Networks
- Cégep Heritage College Policy # 28 Concerning Employment Equity
- Cégep Heritage College # 33 Concerning Academic Integrity
- Cégep Heritage College By-Law #6 Concerning The Ethics and Professional Conduct of Board Administrators
- Cégep Heritage College Procedure # 40 Concerning Safe Disclosure
- Quebec Labour Standards
- Canadian Charter of Rights and Freedoms
- Quebec Charter of Human Rights and Freedoms