



Policy Concerning Harassment and the Handling of Complaints

Adoption and Revision History

Board of Governors Meeting	Resolution Number	Notes
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In the event of a discrepancy between the French and English versions of this policy, the English text shall prevail.

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Preamble

The College recognizes the right of every person to dignity and respect of individual differences as inherent values of a diverse community. It also enforces the physical and psychological well-being of everyone at the College, where each person has the right to a work/study-related environment free from Harassment.

This Policy Concerning Harassment and the Handling of Complaints (hereinafter referred to as the “**Policy**”) reinforces the actions taken by Champlain Regional College to foster a culture of respect and support through education, training, and related initiatives.

This Policy aims to prevent the escalation of situations into Harassment, manage conflict and Incivility, and ultimately to put an end to Harassment within the context of:

- (a) the mission of the College;
- (b) the values of the College;
- (c) the College’s Policy against Sexual and Gender-Based Violence;
- (d) the College’s Institutional Code of Student Conduct;
- (e) the collective agreements; and
- (f) the legal obligations of the College.

For these reasons, the College has a **zero tolerance for Harassment** and will intervene in any reported situations of conflict, Incivility and any other circumstances that may lead to psychological insecurity or affect the physical or psychological integrity and well-being of individuals.

1. Scope

The Policy applies to all Members of the College Community as defined in Article 3.

The Policy applies to any activity organized by, supervised by, sponsored by or affiliated with Champlain Regional College or any Member of the College Community. It applies to any activity that takes place on College premises or elsewhere, insofar as the activity has an impact either on the life, health, safety or well-being of Members of the College Community or on the College’s reputation or interests.

The Policy applies during the use of any form of communication, including technological means. The Policy is established to ensure that all Members of the College Community can be in an environment free from Harassment regardless of their identity.

The Policy is separate from any criminal or civil action. The use of the Policy does not replace or substitute the rights of an individual to file a police report or seek other recourse under the law.

2. Objectives

As the College is committed to preventing and working to eliminate Harassment, the objectives of the present Policy are to:

- (a) provide a Harassment-free environment to protect the health, dignity and integrity of all people within the College Community;
- (b) maintain a culture of respect that fosters psychological safety and collaboration;
- (c) establish safe, confidential and effective mechanisms for individuals to disclose or make a Harassment Complaint at each of the College's locations;
- (d) provide timely, locally coordinated support and accommodations for those who report and/or make a Complaint;
- (e) act in difficult relational situations that are reported between members of the College;
- (f) train the College Community to prevent situations of Harassment, Incivility or conflict in the College;
- (g) address situations of Harassment by applying proportionate corrective measures.

3. Definitions

ASSESSOR	External individual named to proceed to the analysis of admissibility of a formal Complaint, namely, to determine whether a Harassment Complaint meets the definition of Harassment and is within the scope of the Policy.
BULLYING	Repeated or deliberate actions intended to intimidate, humiliate, or undermine an individual, or group of individuals, which can involve an imbalance of power.
COLLEGE	Champlain Regional College of general and vocational education in its entirety, encompassing all of its locations including the Constituent Colleges and Administrative Unit: Champlain College Lennoxville, Champlain College Saint-Lambert, Champlain St. Lawrence College.
COLLEGE EMPLOYEE	Any person employed and paid by the College to carry out work.
COLLEGE MANAGER	Any member of the management personnel of the College, including the College's director general and the directors of the Constituent Colleges.
COLLEGE STUDENT	Any person registered for educational purposes in one of the Constituent Colleges.
CONSTITUENT COLLEGE	The constituent colleges of Champlain Regional College at which students are registered for educational purposes, namely Champlain College Lennoxville, Champlain College Saint-Lambert and Champlain St. Lawrence College, individually or collectively according to the context.

COMPLAINANT	A Member of the College Community who has experienced or witnessed an incident which allegedly violates the present Policy and who files a Complaint about the incident.
COMPLAINT	A formal and official step during which a written report or statement alleging Harassment is made to a local Resource Person, Designated Administrative Authority, or through the College recognized on-line platform Complaint mechanism.
CYBER HARASSMENT	Harassment conducted through digital platforms, including social media, email, or messaging, which may involve threats, defamation, or the spread of harmful content.
DESIGNATED ADMINISTRATIVE AUTHORITY	A College employee assigned by their respective Director to assume responsibility for the application of various articles of the Policy (refer to Appendix 1).
DIRECTOR	An officer of the College who is the highest-ranking administrator at a given location of Champlain Regional College (i.e. Director General for College Administration and Director of the Constituent College for the Constituent College locations).
DISCRIMINATION-BASED HARASSMENT	Harassment targeting an individual or group based on protected characteristics such as race, ethnicity, gender, sexual orientation, religion, disability, age, or any other identity factor.
HARASSMENT	The <i>Act Respecting Labour Standards</i> defines psychological Harassment as follows: “vexatious conduct in the form of repeated, hostile or unwanted comments, gestures or behaviour which affects the dignity or the psychological or physical integrity of an employee, and which results in a harmful work environment for the employee or student. For greater clarity, psychological Harassment includes such conduct when it manifests itself through such words, acts or gestures of a sexual nature. A single serious conduct may also constitute psychological Harassment if it causes such harm and produces a continuing harmful effect on the employee.” The College also defines Harassment as any form of unwelcome or offensive behaviour, whether verbal, non-verbal, physical, written, or digital, that creates an intimidating, hostile, or harmful environment for an individual or group. It includes, but is not limited to, psychological Harassment, Bullying, mobbing, sexual harassment, and discrimination-based harassment. Harassment can occur in person, online, or through any other medium of communication.
INCIVILITY	Low-intensity deviant behaviour that violates norms of mutual respect. These behaviours are characterized by rudeness and discourtesy and show a lack of consideration for others. Incivility can be vexatious and, if repeated, can lead to Harassment.
INTERIM MEASURES	Any measures taken to address immediate concerns, prevent the situation from escalating, and ensure fairness pending a final resolution or decision.

INVESTIGATOR	External individual named by the Designated Administrative Authority to conduct an investigation to determine whether the harassment complaint is founded or not. The investigator must, in all instances, be a different person than the Assessor.
MEDIATION	The main purpose of mediation, which can be suggested at any time, is to assist the parties in finding a mutually acceptable solution to a problematic situation. If a solution is found, the agreement is put in writing. If no solution is found, the dossier will follow its course as per the administrative process.
MEDIATOR	A third party, judged to be impartial and having the appropriate training in the field, whose role is to assist both parties in reaching an agreement.
MEMBERS OF THE COLLEGE COMMUNITY	Refers to any and all students and employees of Champlain Regional College. A student who is also an employee is, first and foremost, a student. For the purpose of the Policy, it also includes third-party contractors and service providers, guests of students and employees, union representatives, student association representatives, volunteers, sponsors, and members of the governing bodies of the College.
OBSERVER	Person chosen by a Complainant, a Respondent or a Witness to accompany them in the formal process. The Observer's role is that of support without the right to intervene in the process.
SEXUAL HARASSMENT AND SEXUAL VIOLENCE	Please refer to the Policy against Sexual and Gender-Based Violence.
RESPONDENT	The individual whose words or actions could be deemed as inappropriate or offensive by the Complainant or the Witness and whose behaviour has been reported through a Complaint. This person is subject to a Harassment Complaint.
RESOURCE PERSON	A College employee identified by Human Resources, for employees and managers, or Student Services for students, who is trained to welcome anyone wishing to report a situation of psychological harassment. This person must be able to reassure people who believe they are victims of Harassment and tell them how to proceed with reporting without influencing or judging them. This person must be identified to all College Employees and College Students.
STANDING COMMITTEE	The committee is responsible for the local implementation of the Policy and composed as per Chapter 4 of the Policy.
WITNESS	A person who observes a situation where a person is subject to behaviours or comments that could be deemed inappropriate or offensive.

4. Standing Committees on Harassment

A Standing Committee on Harassment shall be established at each Constituent College and Administrative Unit. Details regarding the mandate of the Standing Committee beyond the roles and

responsibilities set out in Article 5.11, such as the rules of order and terms of office, shall be established locally, in conjunction with the Director and, where applicable, the respective unions.

4.1 Constituent College Standing Committees

For each Constituent College, the local Standing Committee shall be composed of at least five (5) members in addition to the Director of the Constituent College (ex officio), including at least:

- (a) one (1) student;
- (b) one (1) teacher;
- (c) one (1) professional staff member;
- (d) one (1) support staff member;
- (e) one (1) manager appointed by the Director of the Constituent College.

The student and non-management employee members shall be appointed by their respective associations or unions once a year.

4.2 Administrative Unit Standing Committees

For the Administrative Unit, the Standing Committee shall be composed of at least three (3) members in addition to the Director General (ex officio), including at least:

- (a) one (1) support staff member, appointed at a general meeting of all support staff;
- (b) one (1) professional staff member, appointed by their union; and
- (c) one (1) manager or director, appointed by the Director General.

5. Roles and Responsibilities

Champlain Regional College is committed to proactively creating and maintaining a positive learning and working environment. All Members of the College Community are responsible for respecting the Policy and fostering an environment where individuals can be free from Harassment. Location-specific procedures shall be developed at each location of the College to guide the Policy's application. The supervision of the local implementation of the Policy is under the joint responsibility of the respective Director and the Standing Committee at each of the College's locations.

5.1 Chair of the Board of Governors

The College's Board of Governors shall:

- (a) appoint a neutral, objective and competent external firm to handle Complaints if the College's Director General is involved;
- (b) ensure that the College's Board of Governors approves this Policy and its revisions;
- (c) foster a healthy and safe work and study environment, free from Harassment;

- (d) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral.

5.2 Director General

The Director General shall:

- (a) appoint a neutral, objective and competent external firm to handle Complaints if the Director of Human Resources is involved;
- (b) foster a healthy and safe work and study environment, free from Harassment;
- (c) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral.

5.3 Director of Human Resources

The Director of Human Resources shall:

- (a) regularly monitor Complaint channels;
- (b) evaluate and revise the Policy every five (5) years or sooner if necessary;
- (c) ensure the application of the Policy;
- (d) distribute the Policy to suppliers, contractors or any other third parties involved in the College's activities;
- (e) handle Complaints that are not processed locally by the constituent colleges;
- (f) hire a neutral, objective and competent external firm to handle the Complaint, if either the Director of Human Resources or the Director General is involved in the Complaint;
- (g) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral;
- (h) foster a healthy and safe work and study environment, free from Harassment;
- (i) develop and implement a training and awareness program for College Employees, including College Managers and Resources Persons, on Harassment issues and how to prevent them;
- (j) ensure follow-up on the implementation of countermeasures in collaboration with appropriate local resources;
- (k) consult employees on situations specific to their work environment that may create conditions that could lead to Harassment;
- (l) offer to Administrative Unit departing employees and Members of the College Management an opportunity to discuss the reasons leading to their voluntary departure in order to identify, control and eliminate the risks of Harassment;
- (m) maintain ongoing vigilance regarding risks and risk factors likely to generate situations of Harassment, in particular the situations mentioned in Appendix 2 of this Policy and provide

support to Administrative Unit employees or Members of the College Management affected by a Complaint.

5.4 Director of a Constituent College

The Director of a constituent college shall:

- (a) supervise the local implementation of the Policy in conjunction with the local Standing Committee;
- (b) ensure that all College Employees receive a copy of the Policy and that it is shared semi-annually with the College Students;
- (c) ensure that the Policy is available via the Constituent College's website;
- (d) foster a healthy and safe work and study environment, free from Harassment;
- (e) ensure the development of local procedures in collaboration with the Standing Committee;
- (f) serve as an ex officio member of the local Standing Committee;
- (g) fulfil other responsibilities that may be assigned by the Director General;
- (h) swiftly intervene in order to resolve problematic situations brought to their attention;
- (i) inform the Director of Human Resources of any Complaint brought to their attention or any behaviour that may be considered Harassment when a Member of the College Management is involved;
- (j) collaborate with the Coordinator of Human Resources and the Director of Human Resources to address situations which are deemed inappropriate;
- (k) maintain ongoing vigilance regarding risks and risk factors likely to generate situations of Harassment, in particular the situations mentioned in Appendix 2 of this Policy;
- (l) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral.

5.5 Director of Student Services at the Constituent College or a designated person

The Director Student Services of the Constituent College or a designated person shall:

- (a) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral;
- (b) handle College Student Complaints if no conflict of interest is involved;
- (c) ensure the application of the Policy;
- (d) foster a healthy and safe work and study environment, free from Harassment;
- (e) ensure College Students are trained on Harassment issues and on how to prevent them;
- (f) provide support to College Students affected by a Complaint.

5.6 Coordinator of Human Resources of the Constituent College

The Coordinator of Human Resources shall:

- (a) handle local Complaints if no Member of the College Management is involved and appoint a neutral, objective and competent external firm to handle them;
- (b) participate in the Policy review;
- (c) ensure the application of the Policy;
- (d) participate in the training of College Employees, including College Managers, on Harassment issues and on how to prevent them;
- (e) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral;
- (f) provide support to College Employees and Students affected by a Complaint;
- (g) foster a healthy and safe work and study environment, free from Harassment;
- (h) provide support to College Employees affected by a Complaint;
- (i) offer to departing employees an opportunity to discuss the reasons leading to their voluntary departure in order to identify, control and eliminate the risks of Harassment.

5.7 Member of the College Community

Each Member of the College Community shall:

- (a) show respect towards other people of the College Community;
- (b) be aware of and respect the present Policy;
- (c) refer and/or direct any individual impacted by Harassment to the appropriate locally Designated Resource Person;
- (d) participate in all training and/or prevention activities that are mandatory under applicable laws, or that are deemed mandatory by the College;
- (e) foster a healthy and safe work and study environment, free from Harassment;
- (f) cooperate in the investigation or mediation process.

5.8 Member of the College Management

In addition to the responsibilities listed as a Member of the College Community, each Member of the College Management shall:

- (a) foster a healthy and safe work and study environment, free from Harassment;
- (b) refer individuals who disclose and/or report incidents to the appropriate local Resource Person and/or to the appropriate external resources as soon as possible after the disclosure or informal report;

- (c) ensure that their interventions and responses to Complaints are aligned with the Policy;
- (d) participate in the training that is either required by the Policy or mandatory under the applicable laws.

5.9 Representative of an Association or and Unions

Each representative of an Association or Union shall:

- (a) participate in trainings pertaining to the Policy mandated by the law and offered at their respective location;
- (b) collaborate with the College in the application of the Policy.
- (c) contribute to preventing and ending Harassment, in consultation with the College;
- (d) report as soon as possible any situation related to Harassment to the Resource Person;
- (e) foster a healthy and safe work and study environment, free from Harassment;
- (f) accompany their members during the process and throughout the investigation.

5.10 Resource Person

The Resource Person shall:

- (a) undergo training specific to this role and keep up to date with additional training sessions;
- (b) disclose any conflict of interest, appearance of conflict of interest or situation in which they may not appear neutral;
- (c) inform the Complainant and/or Respondent of their rights, procedures to be expected and possible paths to resolution in order to protect their confidentiality.

5.11 Standing Committee

Each local Standing Committee shall:

- (a) ensure that the College's Students, officers, personnel and their respective associations and unions are consulted during any review process of the Policy;
- (b) contribute to the development and revision of local procedures guiding the application of the present Policy;
- (c) issue recommendations, when applicable, to ensure and support the implementation of the Policy;
- (d) identify, organize and/or participate in campaigns, training, and awareness-building activities to eliminate or prevent Harassment within its local College community;
- (e) collaborate with the College in the application of the Policy.

6. Prevention of Harassment

Champlain Regional College is committed to taking all reasonable measures to provide a workplace free from all forms of Harassment, in order to safeguard the dignity, as well as the psychological and physical integrity, of individuals.

In accordance with applicable legislation and regulatory requirements, the College implements structured methods and techniques to identify, assess, control, and eliminate risks related to all forms of Harassment, including an analysis of psychosocial risks.

7. Awareness

Appropriate information campaigns and training opportunities aimed at prevention and awareness-raising shall be offered to all Members of the College Community. These measures shall be planned, developed, and implemented at each location in accordance with local realities and shall fall under the responsibility of the Director and the local Standing Committee, who shall jointly ensure appropriate oversight, including the establishment of work plans and the submission of activity reports, as applicable.

Training activities shall be offered to the College Students and Employees. These should be aligned with the specific needs, realities, and target audience of each location.

8. Confidentiality and Communication of Necessary Information

Confidentiality and discretion are important elements in applying the Policy. The College respects the privacy of all Members of the College Community. Any individual called upon to intervene or act to apply the Policy must do so while making every reasonable effort to protect personal and private information. Any person taking part in an investigation, including, but not limited to Complainants, Respondents, Witnesses, Support Persons or Observers, shall undertake to respect the confidentiality and discretion and must sign a confidentiality agreement.

Individuals who receive a disclosure, informal report or a Complaint must inform the Complainant or the disclosing party of the Policy and mention that confidentiality must be respected.

The College may use or disclose personal information, when it is:

- (a) authorized to do so by the concerned individual(s) with the objective of applying the Policy or local procedures;
- (b) required by a law or legal procedure (e.g., to comply with a subpoena, a warrant, or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of such information). In such circumstances, the College may seek legal counsel prior to disclosure to ensure that all of the College's obligations pertaining to the protection of personal data and confidentiality are met.

At each location, the Director of the Constituent College shall, in collaboration with the Resource Person(s), document and keep a record of all events linked to the Policy, collecting only the minimum amount of personal information required to comply with the Policy and legal reporting obligations.

9. Rules Governing Social or Welcoming Activities

Pursuant to Article 1, this policy applies to all labour-related, social, or welcoming activities organized by the College, a staff member, a sports organization, or a student association.

Managers are responsible for ensuring that this policy is duly communicated to the organizers of such activities in their sector, whether conducted on or outside College premises. The College enforces a strict zero-tolerance policy toward any form of violence, discrimination, Harassment, or abuse of power. Organizers are required to ensure full compliance with this Policy throughout the course of the activities.

10. Acts of Retaliation

Threats or acts of retaliation or Harassment against a person who invokes the Policy by way of disclosure or filing a Complaint, or against a Respondent, shall not be tolerated by the College. Acts of retaliation will be subject to disciplinary measures which may include expulsion in the case of a student or termination of employment in the case of an employee.

11. Informing the College of Incidents

11.1 Anonymous, Witness and Third-Party Reports

Anonymous, witness and third-party statements are accepted for the purposes of:

- (a) providing multiple ways to address Harassment at the College;
- (b) assessing safety concerns among the Members of the College Community;
- (c) determining whether an investigation should be initiated internally or externally depending on the situation;
- (d) compiling information and statistics on Harassment for review processes.

The College's ability to investigate anonymous, witness and third-party statements may be limited, due to the lack of information. The College cannot guarantee any outcomes based on these statements.

11.2 Complaints

According to local procedures, a Complaint should be submitted in writing to the local Designated Administrative Authority and/or through an external Complaint management process.

Any Member of the College Community may submit a Complaint under the Policy with or without seeking recourse to other external instances.

Informal reports or Complaints may be submitted, retracted or reinstated at any time.

The Designated Administrative Authority, whether internal or external, may propose mediation at any point in time during the process, whenever it is deemed appropriate.

11.3 Responding to Complaints

A Director, in consultation with the appropriate resource people, may recommend that an investigation be initiated with the College acting as the Complainant at their location:

- (a) to investigate substantiated third-party statements and anonymous statements;
- (b) to maintain or ensure safety on the premise or within the College Community;
- (c) where there is reasonable basis to conclude there is a substantial risk to the College Community's safety.

Processing a Complaint must be initiated within thirty (30) calendar days of the submission. Confidentiality is required of any Member of the College Community who is aware of or involved in the process. The strictest degree of discretion is expected amongst all those who are privy to the incident and its related processes.

The Complaint process is defined by this Policy with location-specific procedures (see Appendices 3 and 4). These procedures shall include specific roles and responsibilities as well as the following elements: submission of the Complaint, evaluation of admissibility under the Policy, informing the Respondent(s) of the Complaint, initiation of the investigation process, report on the investigation process, rendering of a decision, appeal process, implementation of the final decision.

12. Complaints that are Frivolous, Malicious or made in Bad Faith

Complaints and counter complaints filed frivolously or maliciously or in bad faith or with the intent to cause harm or prejudice could lead to an administrative and/or disciplinary measure(s) which may include expulsion in the case of a Student or termination of employment in the case of an Employee.

13. Investigation Process

An investigation process may be conducted by a person or persons with appropriate competencies and experience at the discretion of the Designated Administrative Authority at the given location. The Designated Administrative Authority will not participate in the investigation process.

The investigation process shall be undertaken with the utmost discretion as per the procedures established at each location. The conclusions of the investigation process shall be delivered to a Designated Administrative Authority who did not participate in the investigation process.

The Complainant and the Respondent may be accompanied by a support person or Observer during any meetings of the investigation process. The support person or Observer shall commit to respect confidentiality and sign a confidentiality agreement as per Article 8.

14. Rights and Protection of Persons Directly Involved in a Report or Complaint

14.1 Individuals Who Reported Harassment

Individuals who reported Harassment have the right to:

- (a) be treated with dignity and respect;
- (b) receive information about available support services, resources, and possible accommodations;
- (c) receive an offer of support by appropriately trained resources;
- (d) receive clear explanations about processes, when applicable;
- (e) receive accommodations, whenever possible;
- (f) receive regular updates on the status of any process, and ongoing support, throughout the Complaint process;
- (g) be informed of Interim Measures and resources for restorative measures where available;
- (h) be informed of the conclusions of the investigation.

The aforementioned entitlement to receive information on the status of any process and Interim Measures shall not be interpreted as conferring a right to access confidential information on the Respondent or about any other person involved in the investigation.

14.2 Respondents

Individuals identified as the Respondent in a Complaint have the right to:

- (a) be treated with dignity and respect;
- (b) receive information about available support services and resources;
- (c) receive an offer of support by appropriately trained resources;
- (d) receive the details of the Complaint when an investigation is initiated;
- (e) receive clear explanations on the procedures and potential outcomes as well as regular updates on the status of the Complaint process;
- (f) be informed of the conclusions of the investigation.

The aforementioned expectation to receive regular updates on the Complaint process shall not be interpreted as conferring a right to access confidential information on the Complainant or about any other person involved in the investigation.

14.3 Witnesses

Witnesses have the right to:

- (a) be treated with dignity and respect;

- (b) receive information about available support services, resources, and possible accommodations;
- (c) receive an offer of support by appropriately trained resources;
- (d) receive clear explanations about processes, when applicable;
- (e) receive accommodations, whenever possible.

15. Interim Measures and Accommodations

Interim Measures and accommodations may be applied to ensure the safety of an individual who discloses to a designated Resource Person or who submits a Complaint so as to discourage or prevent retaliation, to prevent further Harassment or to protect the integrity of an ongoing investigation or disciplinary process.

Interim Measures may be imposed on an individual (or group of individuals) alleged to have committed acts of Harassment, in accordance with the Policy and any applicable collective agreements by a Designated Administrative Authority.

Decisions surrounding the application of Interim Measures will be made on a case-by-case basis. Though Interim Measures may be implemented, the Respondent is presumed innocent until the process indicates otherwise. Interim Measures should not be interpreted as a decision for or against the Complainant or the Respondent(s) and will not be considered within the judgment of a Complaint process.

However, a breach of Interim Measures will be considered as a direct infraction of the Policy and may result in disciplinary measures.

Considerations prior to the application of Interim Measures may include, but are not limited to:

- (a) the expressed wishes of the Complainant;
- (b) the nature and/or severity of the alleged conduct and the information available;
- (c) the potential impact of the measures on all individuals involved in the situation, including on their academic program and employment;
- (d) the potential impact of the measures on the study, work or living environment;
- (e) the relevant collective agreement, for unionized College Employees;
- (f) any other relevant information.

15.1 Interim Measures for College Students

Possible Interim Measures for College Students (Respondents and Complainants) may include:

- (a) prohibition of any contact and communication with specified individuals;
- (b) prohibition of any communication about specified individuals;
- (c) limited access to specified areas during specific time periods or at all times;

- (d) partial or total restriction on accessing College premises;
- (e) exclusion from specific activities of the College or a Constituent College (e.g., events, sports teams, clubs);
- (f) restricted use of specific services, facilities or equipment (e.g., gym, residence, medical clinic);
- (g) change in a Constituent College's residence assignment;
- (h) academic accommodations such as a change in class schedule and extensions;
- (i) increased monitoring (e.g., periodic check-ins with counselling or support services);
- (j) any other condition, restriction or requirement deemed appropriate by the Designated Administrative Authority.

15.2 Interim Measures for College Employees

Interim Measures for College Employees (Respondents and Complainants) may include, but are not limited to:

- (a) limiting and prohibiting any contact and communication with specified individuals;
- (b) limiting and prohibiting any communication about specified individuals;
- (c) limited access to specified areas during specific time periods or at all times;
- (d) partial or total restriction on accessing College premises;
- (e) exclusion from certain activities of the College or a Constituent College;
- (f) change in work assignment;
- (g) change in work schedule and / or location and / or office;
- (h) increased monitoring (e.g., periodic check-ins with human resources);
- (i) any other condition, restriction or requirement deemed appropriate by the Designated Administrative Authority.

The individual(s) upon whom Interim Measures are imposed will receive a written communication with the details of the measure(s) imposed and referrals to support services.

Interim Measures will remain in effect for as long as it is deemed required. At any time, the Designated Administrative Authority may reconsider, renew, revise, or revoke any or all of the measures, or impose additional ones. Such measures will be re-evaluated following the completion of the Complaint process.

Individuals affected by Interim Measures may submit, in writing, a request for reconsideration to the Designated Administrative Authority.

15.3 Intervention within the College Community

Champlain Regional College is committed to offering a safe living, working and educational experience free of Harassment to all Members of the College Community. Hence, after receiving an informal report or anonymous or third-party statements, and in addition to other processes ongoing under the Policy,

the Director General, Director of Human Resources and local Director, as well as local Designated Administrative Authorities, may decide to take action within the College Community to address concerns.

16. Sanctions

The College is responsible for determining whether a Member of the College Community has violated the Policy and applying the appropriate response. The College is not, however, responsible for deciding whether civil or criminal laws have been broken or enforce their subsequent application.

The Designated Administrative Authority, upon receiving a decision from the investigative body that a violation of the Policy has occurred, will subsequently apply sanctions in light of all relevant factors, including, but not limited to:

- (a) the nature of the harm;
- (b) the impact on the College Community;
- (c) the duration of the harassment behaviours;
- (d) the Complainant's input regarding the impact of the harm;
- (e) the aggravating factors e.g., abuse of a position of trust, power or authority, presence of multiple Respondents;
- (f) the Respondent's willingness to participate and take responsibility for their actions;
- (g) the relevant collective agreement.

The sanctions applied will be determined considering the seriousness and recurrence of the act(s). Sanctions will be communicated in writing to the Respondent(s) and the Complainant. In the case of an appeal, the sanctions will be in effect until the conclusion of the appeal process.

16.1 Sanctions for College Students

Sanctions for College Students may include, but are not limited to the following:

- (a) prohibition of any contact or communication with specified individuals;
- (b) prohibition of communication about specified individuals;
- (c) verbal or written apologies to individuals, groups, or organizations affected by the Respondent(s)' actions;
- (d) reparations (primarily in the case of restorative justice measures);
- (e) partial or total restriction on accessing college premises, on either a temporary or permanent basis;
- (f) exclusion from certain activities (e.g., events, sports team, clubs);
- (g) restricted use of certain services, facilities or equipment (e.g., gym, residence, medical clinic);
- (h) expulsion from or a change in a Constituent College's residence assignment;

- (i) change in class schedule;
- (j) monitoring (e.g., periodic check-ins with counselling or support services);
- (k) suspension from the College;
- (l) expulsion from the College;
- (m) any other sanction deemed appropriate by the Designated Administrative Authority.

16.2 Sanctions for College Employees

Sanctions for College Employees shall be applied in accordance with their respective collective agreement when applicable, and may include, but are not limited to, the following:

- (a) prohibition from any contact with specified individuals, groups, or organizations;
- (b) prohibition of communication about specified individuals;
- (c) verbal or written apologies to individuals, groups, or organizations affected by the Respondent(s)' actions;
- (d) reparations (primarily in the case of restorative justice measures);
- (e) partial or total restriction on accessing college premises, on either a temporary or permanent basis;
- (f) change in work schedule and/or location;
- (g) change in work assignment;
- (h) monitoring (e.g., periodic check-ins with designated managers or other resources);
- (i) probation;
- (j) suspension with or without pay;
- (k) dismissal;
- (l) any other sanction deemed appropriate by the Designated Administrative Authority.

16.3 Sanctions for other Members of the College Community

Sanctions for the other Members of the College Community (e.g., third-party contractors, guest speakers, visitors, volunteers, sponsors, and members of governing bodies), at any locations, may include any of the sanctions set out in 16.1 and 16.2, as applicable. This could result in a permanent ban from any College premises or activities and the termination of the existing relationship with the College. Contractors, specifically, may be held in a breach of contract for violations to the Policy. In such case, their contract may be terminated immediately.

17. Appeals

Parties may appeal the conclusion of the final investigation report on the grounds of discrimination or procedural breach of the applicable local rules. If new evidence or information comes to light after a decision has been rendered, launching an appeal process is also possible. Appeals must be submitted to the Director of the Constituent College or the Director General in writing within seven (7) calendar days of receiving the investigation results and must include the specific reasons for requesting the appeal.

The delay for submitting a request to appeal is waived in the case of new evidence or information. The Director of the Constituent College or the Director General shall establish the appeal process in consultation with the local Standing Committee. The results of the appeal are final and not subject to further appeal under the present Policy.

If the Director of the Constituent College or Director General was directly involved in the investigation, the Board Chair will name a neutral third party to hear the appeal.

18. Resources

In partnership with local administration and its standing committee, each college location shall identify and publish information about the internal and external support resources, including a directory of designated resource persons. Any Member of the College Community may contact the local Resource Persons whenever needed.

Appendix 1 Local Designated Administrative Authorities

At each of Champlain Regional College's locations, Designated Administrative Authorities (DAA) are responsible for responding to various elements of the Policy, notably with regards to: the receipt of informal Reports and Complaints, the implementation of sanctions, and the related measures and the receipt of final investigative reports. Additional responsibilities may be assigned under local procedures. The Designated Administrative Authorities are as follows for each location:

Administration Unit

For Students	Not applicable
For Employees and other Members of the College Community	Director of Human Resources

Champlain College Lennoxville

For Students	Dean of Student Services
For Employees and other Members of the College Community	Coordinator of Human Resources
For Managers	Director of Human Resources

Champlain College Saint-Lambert

For Students	Director of Student Services
For Employees and other Members of the College Community	Coordinator of Human Resources
For Managers	Director of Human Resources

Champlain - St. Lawrence College

For Students	Dean of Faculty, Professional Services and Continuing Education
For Employees and other Members of the College Community	Coordinator of Human Resources
For Managers	Director of Human Resources

Appendix 2 Recognize Psychological or Sexual Harassment

The *Act Respecting Labour Standards* sets out criteria for determining what may be considered psychological or sexual Harassment, namely:

- (a) vexatious (hurtful, humiliating) conduct;
- (b) that occurs repeatedly or in a single serious act;
- (c) in a hostile (aggressive, threatening) or unwanted manner;
- (d) undermines the person's dignity or integrity;
- (e) resulting in a harmful work environment.

Harassment may also occur when discrimination is based on any of the personal characteristics protected by Article 10 of the *Charter of Human Rights and Freedoms*. These prohibited grounds include race, color, gender, gender identity or gender expression, pregnancy, sexual orientation, civil or marital status, age (except as provided by law), religion, political convictions, language, ethnic or national origin, social condition, handicap or the use of any means to palliate a handicap.

This definition applies to all work contexts, including remote work and participation in work-related social activities.

As an example, the following behaviours could be considered vexatious conduct constituting Harassment if they meet all the criteria of the definition set out in the Act.

Behaviours that may be linked to psychological Harassment:

- (a) intimidation and cyberbullying;
- (b) threats, isolation;
- (c) offensive or defamatory remarks or behaviour about a person or his or her work;
- (d) verbal abuse;
- (e) denigration.

Behaviours that may be linked to sexual Harassment include any form of unwanted attention or advances with a sexual connotation, for example:

- (a) insistent solicitation;
- (b) staring;
- (c) physical contact;
- (d) sexist insults and/or vulgar language;
- (e) sexual remarks, jokes and/or images.

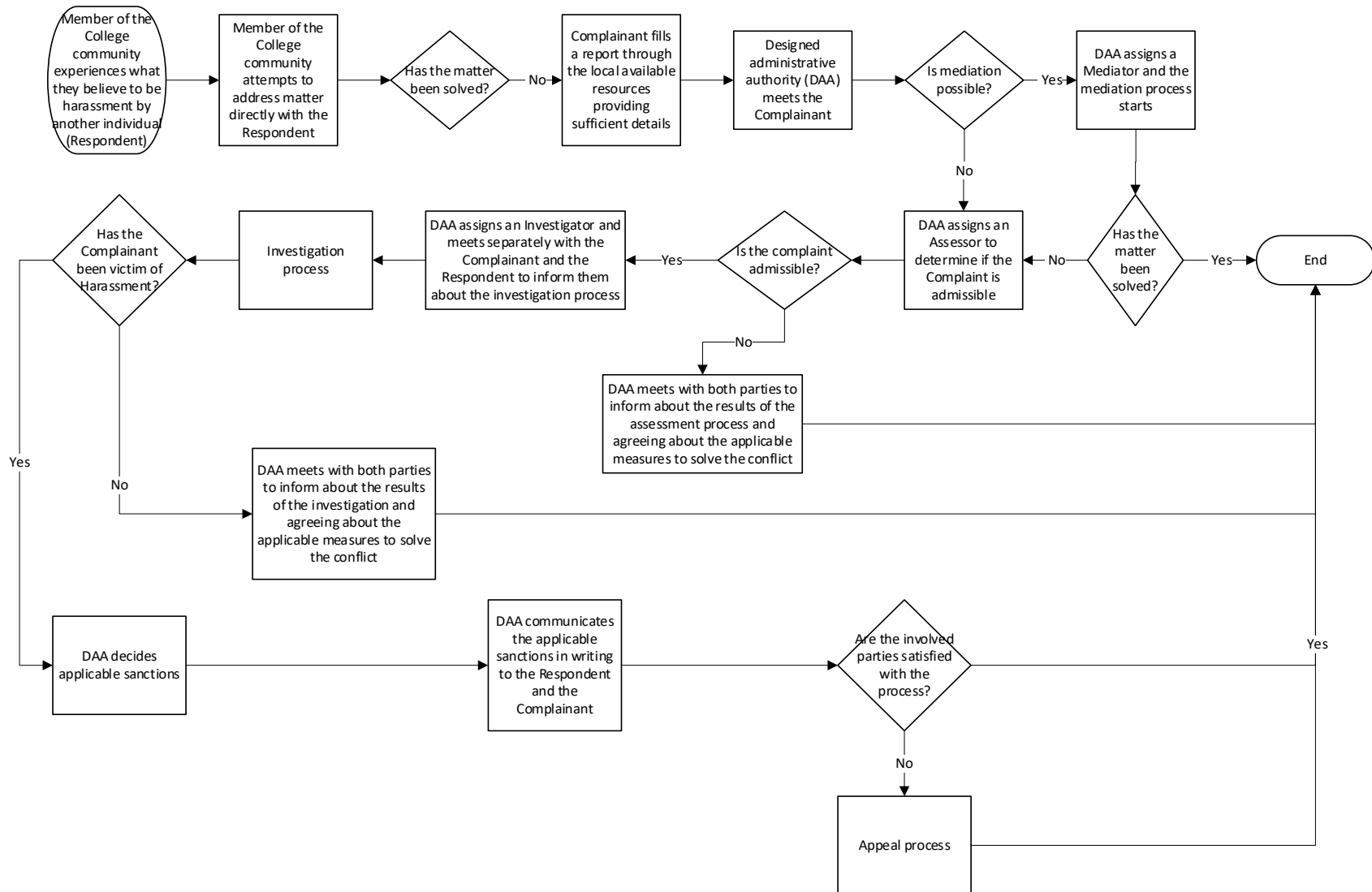
Employers are under an obligation to intervene when a problematic situation involving Harassment, or the risk of it, is brought to their attention.

However, it is good practice, when possible, for anyone who feels they are being subjected to inappropriate conduct in the workplace to advise the person concerned that their behaviour is undesirable before filing a Complaint or report.

The person should also note the date and details of the incidents, as well as the steps they have taken to try to resolve the situation.

If no steps can be taken, or if the conduct continues despite an initial approach, the situation should be brought to the attention of those designated by the employer to receive and deal with Complaints and reports, so that appropriate action can be taken.

Appendix 3 The Complaint Process



Complaint responsibility

Complaint from	Handled by
Employee, Student	Local Designated Administrative Authorities
Manager	Director of Human Resources
Resource Person	Director of Human Resources
Director Human Resources	Director General, Local Designated Administrative Authorities
Director of Constituent College	Director of Human Resources, Director General
Director General	Chair, Vice-Chair, Local Designated Administrative Authorities
Chair	Director of Human Resources

Should there be a conflict of interest, the Complaint will be handled by a designated and neutral person (please refer to Article 5).

Appendix 4 Formal Written Complaint Form

Please submit the Complaint to the Local Designated Person or complete the information online to the designated provider's platform.

Information about the Complainant (confidential)

Full name: _____ Phone number: _____

Email address: _____

Information about the Respondent (person against whom the Complaint is filed)

Full name: _____

Role of the respondent: Employee ☐ Manager ☐ Student ☐ Other ☐

Name(s) of the Witness(es) identified by the complainant:

Full name(s):

Other recourses

Have you told the respondent that you disapproved of his/her conduct?

Yes ☐ No ☐ Specify why: _____

Would you agree to participate in a mediation process? Yes ☐ No ☐

Have you resorted to other recourses, for example filing a Complaint with the CNESST (Quebec's Labour Standards Commission) or a grievance (if unionized)?

Yes ☐ Specify which one _____

No ☐

Occurrences / Allegations (use the reverse side if required)

Description of the occurrences / allegations:

Date, time and place of the occurrences / allegations:

Context or circumstances:

Declaration

The facts above mentioned in this Form are true to the best of my knowledge. I realize that the process requires that the respondent be informed of the allegations, allowing them to give their point of view, and that it is possible that witnesses be met and interviewed about my allegations or some portion thereof.

Complainant's signature

City, Date

If you need help to complete this form, feel free to reach out to the designated provider, Human Resources or Student Services in your College.

Appendix 5 Confidentiality Agreement

Confidentiality Agreement

File number: _____

I, _____ **Complainant** ☐, **Respondent** ☐, **Witness** ☐, **Designated Authority** ☐ or **Observer** ☐ (please check one), agree to maintain confidential all the information relevant to this file (including my presence at this meeting and my testimony) unless authorized/required to disclose the information or for consultation purposes with a counselor, lawyer, union or association representative, and/or health professional of my choice.

If I am an observer, it is understood that this Confidentiality Agreement does not prevent me from disclosing the information as long as it is necessary for me to do so in the context of my duties as:

_____.

Declaration made, read and signed, at _____, this _____ 20____.

Signature of the informant