Procedure for reporting incivility, harassment, discrimination, racism and sexual misconduct and violence

Institute for Research in Immunology and Cancer

Credits
Photo: Christian Brault
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The Anti-Harassment Policy applies to all members of the Université de Montréal community, in study or work environments, as well as to third parties who have relationships with those members. It applies to those people in the exercise of their activities at the university, regardless of where the situation takes place.

- The Université de Montréal considers that all forms of harassment violate the dignity and the physical or psychological integrity of the person being harassed.
- The Bureau du respect de la personne (Civility Office) is the single window for meeting with any person affected by an incident of harassment. Its team can lend an ear, and provide advice and information about the options available for dealing with the situation.
- Anyone in authority who has been made aware of a situation of harassment must also take reasonable measures to put an end to that harassment. Harassment files must be handled in such a way as to respect their confidential nature.

Source: Bureau du respect de la personne de l'Université de Montréal

Helpful links

- Université de Montréal Anti-Harassment Policy (in French)
- Policy to fight sexual violence (in French)
- Procedure for handling reports and formal complaints regarding incivility, harassment, and sexual misconduct and violence (in French)
Reporting incivility, harassment, discrimination, racism and sexual misconduct and violence

If you fear imminent danger to your health and your safety, or to the health and safety of other people in your entourage, please directly contact the Security Department of the Centre where you are. Or call 911.

Follow these steps

1. Make sure that you are safe. Stay calm and if possible, move away from the situation. If necessary, call Security or 911.

2. Talk about it. It’s difficult to deal with the psychological and physical repercussions of harassment or sexual violence alone. Consult the professionals at the Bureau du respect de la personne. They will listen to you without judging, assist you and propose solutions to put an end to the situation affecting you. * If you prefer, talk to someone in the Faculty (professor, department or school director, Vice-Dean).

3. Document it. If possible, write down the details: date, time, place, names of witnesses, things that took place, words said, your feelings, your reactions, who you spoke to about it, etc. Keep all of the information that could be used as evidence.

4. Report it. We suggest that you declare the situation by pushing the red button appearing above; it will allow you to send a notification email to the Bureau du respect de la personne, where it will be handled in an independent and confidential manner. Provide as many details as possible, such as:
   - Date of the incident
   - Names of people involved
   - Exact location (e.g., room number and name of the pavilion)
   - Nature of the incident
   - Whether you experienced the incident or it was somebody else
   - Course/internship/workshop/meeting involved with the incident taking place

You can also contact the Bureau du respect de la personne directly at 514-343-7020 or via respect@umontreal.ca.

* Note: Anyone who feels that they are a victim of a situation of incivility, harassment, sexual misconduct or sexual violence, who wishes to consult someone to that end or who has information to provide on the matter can contact the Bureau du respect de la personne without necessarily pursuing their initiative towards a formal complaint process.

Source: Faculty of Medicine of the Université de Montréal