

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



Institute for Research in Immunology
and Cancer



Université de Montréal Anti-Harassment Policy

Harassment is defined as conduct:

- Vexatious, manifested by repeated behaviours, words, acts or gestures, which are hostile or unwanted, whether or not based on one of the discriminatory grounds prohibited by the Quebec Charter of Human Rights and Freedoms (race, color, sex, pregnancy, sexual orientation, marital status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, handicap or use of a means to palliate such handicap); and
- That is likely to violate the dignity, physical or psychological integrity of the person or that is likely to impair a right or that is likely to impair the work or educational performance of a person or group of persons or to create an intimidating or hostile work or educational environment.

A single act of serious conduct, including conduct that explicitly or implicitly involves a promise of reward or a threat, may also constitute harassment if it causes such harm and has a continuing harmful effect.

In order for harassment to be established, **all 5 conditions of the definition must be present and demonstrated**, namely:

- A vexatious conduct;
- A repetitive or severe nature;
- A hostile or unwanted character;
- An attack on dignity or physical or psychological integrity;
- A harmful educational or work environment.

What does **not** constitute harassment:

- The normal exercise of management rights;
- Supervisory blunders;
- Work-related stress;
- Work or study conditions;
- Difficult professional or academic constraints;

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

Helpful links

- [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

REPORT

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