

HRPOL

Chapter 31: NPF Workplace Harassment and Violence Prevention Policy

Date of Issue: January 2021
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APPLICATION

1. This policy applies to all Staff of the Non-Public Funds, Canadian Forces (NPF), hereinafter referred to as “employees”.
2. This policy applies to persons employed by the NPF, either in the workplace or at any location or any event related to work, including, but not limited to:
 - a. while working remotely/from home;
 - b. while on travel status;
 - c. at a conference where the attendance is sponsored by the Employer;
 - d. at the Employer sponsored training activities/information sessions;
 - e. at Employer sponsored events, including social event; and
 - f. when using communication technologies when there is a connection to the workplace or employment conditions.

APPROVAL AUTHORITY

3. Chief Executive Officer (CEO), or delegate.

OPI

4. Chief Human Resources Officer (CHRO).

ENQUIRIES

5. All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the Centre for Conflict Resolution and Ethics (CCRE) at ccre-cerc@cfmws.com.

DEFINITIONS

6. **Act** means Part II of the *Canada Labour Code* (CLC).
7. **Designated Recipient (DR)** means the work unit that has been designated by NPF, to whom the notice of occurrence may be submitted. For the purposes of this policy, the Center for Conflict Resolution and Ethics (CCRE) will act as the Designated Recipient.
8. **Employer** refers to the Staff of the Non-Public Funds, Canadian Forces (NPF) and includes any person who acts on behalf of the Employer such as a manager/supervisor, a director, a Division Head and/or the CEO.
9. **Harassment and violence** means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment. This includes all types of harassment and violence, including sexual harassment, sexual violence and domestic violence.
10. **Investigator** is a person who:
 - a. is trained in investigative techniques;
 - b. has knowledge, training and experience relevant to harassment and violence in the workplace; including an understanding of the CLC Part II, the *Work Place Harassment*

and Violence Prevention Regulations, the Canadian Human Rights Act, and other applicable legislation.

11. **Occurrence** means an occurrence of harassment and violence in the workplace.
12. **Principal Party (PP)** means an employee or Employer who is the object of an occurrence.
13. **Responding Party (RP)** means the person who is alleged to have been responsible for the occurrence in the Notice of Occurrence.
14. **Witness** means a person who witnessed an occurrence or is informed of an occurrence by the Principal Party or Responding Party.
15. **Workplace** means any place where an employee is engaged in work as an NPF employee.
16. **National Occupational Health and Safety Committee (NOHSC)** comprises of Employer and employee representatives to promote a safe and healthy workplace, to ensure compliance with related regulations, and to foster continuous improvement in workplace safety practices.

POLICY STATEMENT

17. The Employer is committed to providing a safe, healthy and respectful workplace, free from harassment and violence. This policy aims to prevent workplace harassment and violence, respond to situations in which harassment or violence have occurred, and to support victims of harassment and violence.
18. Occurrences of workplace harassment and violence will be resolved by means of identifying what measures can be put in place to prevent a recurrence of the workplace harassment and violence.
19. Should the Employer determine that disciplinary measures may be warranted, these will be addressed according to HRPOL 23 Discipline.

POLICY OBJECTIVE

20. The objective of this policy is to:
 - a. identify the workplace factors that lead to harassment and violence in the workplace;
 - b. identify and take the necessary preventative measures to minimize and eliminate the risk of harassment and violence from occurring;
 - c. provide a harassment and violence free workplace for all employees and those entering the Employer's workplaces;
 - d. resolve harassment and violence occurrences quickly, with sensitivity, fairness, respect and dignity for all parties and with an emphasis on informal, early resolution, as appropriate; and
 - e. promote conflict management services and providing support services for employees impacted by harassment and violence in the workplace.

HARASSMENT AND VIOLENCE

21. Harassment can include, but is not limited to, any of the following acts, or attempted acts:
 - a. spreading malicious rumours or gossip about an individual or group;
 - b. cyber bullying (threatening, spreading malicious rumours or talking negatively about an individual online);
 - c. threats made over the phone, by email, or through other mediums to an employee, including from an (ex)partner or family member;
 - d. making offensive jokes or remarks;

- e. playing unwanted practical jokes;
- f. socially excluding or isolating someone;
- g. stalking or inappropriately following a person;
- h. tampering with someone's work equipment or personal belongings;
- i. vandalizing or hiding personal belongings or work equipment;
- j. impeding a person's work in any deliberate way;
- k. persistently criticizing, undermining, belittling, demeaning or ridiculing a person;
- l. Intruding on a person's privacy;
- m. public ridicule or discipline;
- n. unwelcome physical contact;
- o. sexual innuendo/insinuation;
- p. unwanted and inappropriate invitations or requests, including of a sexual nature;
- q. displaying offensive posters, cartoons, images or other visuals;
- r. making aggressive, or threatening gestures;
- s. misusing authority, including constantly changing work guidelines, restricting information, setting impossible deadlines that lead to failure, and/or blocking applications for leave, training or promotion in an arbitrary manner;
- t. engaging in any of the actions, conduct and comments outlined above against a person because of that person's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability; and
- u. any of the other prohibited grounds listed in the *Canadian Human Rights Act*.

HARASSMENT IS NOT

22. Harassment is not any of the following:
- a. consensual workplace banter and interactions (unless the banter includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above);
 - b. reasonable management action carried out in a fair way, such as day-to-day actions by a supervisor or Manager related to performance, absenteeism, assignments, and discipline— if it is not abusive or discriminatory; and
 - c. a workplace disagreement, although if a conflict is poorly handled or left unresolved it can lead to harassment.

VIOLENCE

23. Violence can include, but is not limited to, the following acts or attempted acts:
- a. verbal threats or intimidation that cause psychological injury or illness;
 - b. verbal abuse, including excessive swearing or shouting offensively at a person that causes psychological injury or illness;
 - c. unwanted contact of a sexual nature;
 - d. kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way;
 - e. attack with any type of weapon;
 - f. spitting at a person;

- g. homicide; and
- h. rape.

AUTHORITIES / RESPONSIBILITIES

- 24. The Employer's responsibilities include, but are not limited to:
 - a. preventing occurrences of harassment and violence and promoting a harassment and violence free workplace;
 - b. ensuring that all employees are aware of this policy and their responsibilities outlined herein and that the policy is readily available;
 - c. providing training, jointly developed, or identified with, the NOHSC, specific to the culture, conditions and activities of the workplace as it relates to workplace harassment and violence;
 - d. carrying out a workplace assessment consisting of the identification of hazards and risks related to harassment and violence in the workplace, jointly with the NOHSC;
 - e. implementing preventive measures to eliminate or minimize the risks related to workplace harassment and violence, jointly with the NOHSC, and continual monitoring of the effectiveness of those preventative measures;
 - f. responding to, and resolving all, workplace harassment and violence occurrences, including addressing issues and behaviours which may not yet meet the threshold of violence and harassment;
 - g. supporting employees affected by workplace harassment and violence;
 - h. designating a person or unit as a Designated Recipient to whom notification of a harassment and violence occurrence may be given; and
 - i. maintaining records relating to harassment and violence prevention, resolution of occurrences, and ensuring reporting requirements are fulfilled.
- 25. The employees' responsibilities include, but are not limited to:
 - a. treating everyone at the workplace with respect, and adhere to the expected behaviours found in the NPF Values and Ethics policy;
 - b. reporting occurrences of workplace harassment and violence, experienced or observed, to their supervisor or manager or the Designated Recipient;
 - c. reporting risk factors that may contribute to workplace harassment and violence to the Employer;
 - d. co-operating in the resolution of workplace harassment and violence occurrences; and
 - e. attending training as defined in this policy.
- 26. The Designated Recipients responsibilities include:
 - a. responding to notices of an occurrence within seven (7) days of receiving the notice;
 - b. initiating negotiated resolution with the Principal Party within 45 days after the day on which the notice of an occurrence is received;
 - c. conducting a review of every notice of an occurrence with the Principal Party against the definition of harassment and violence outlined subsection 122(1) of the CLC;
 - d. making every reasonable effort to resolve an occurrence of harassment and violence for which a notice of an occurrence is provided;
 - e. allowing the Principal and Responding Party the option of participating in mediation or conciliation if they both agree to participate and agree on who is to facilitate;

- f. providing a notice of investigation to the Principal and Responding Parties if an investigation is requested by the Principal Party;
 - g. in the case of an investigation, selecting a person to act as an investigator from the list of investigators;
 - h. ensuring that the investigator selected for an investigation possesses the necessary knowledge, training, and experience required by the *Workplace Harassment and Violence Prevention Regulations*;
 - i. ensuring that the investigator has provided a written statement indicating that they are not in a conflict of interest with respect of the occurrence;
 - j. providing the investigator with all the information that is relevant to the investigation; and
 - k. providing monthly status updates to the Principal and Responding Party on the status of the resolution process.
27. Union representatives:
- a. provide advice and support their respective members experiencing workplace harassment and violence; and
 - b. assist and participate in the development of the Workplace Harassment and Violence Prevention Policy and the related training and education program.
28. NOHSC:
- a. reviewing and updating the workplace assessment in situations where the Principal Party chooses to end the resolution process but the occurrence is not resolved, or in situations where the Responding Party is not an employee or the Employer (e.g. clients, other government departments, contractors, (ex partners) and referring the results of the review and update to the supervisor or Manager where appropriate; and
 - b. jointly determining with the Employer which of the investigator's recommendations from the investigator's report are to be implemented.
29. The joint responsibilities of the NOHSC with the Employer include:
- a. updating this policy as required;
 - b. carrying out a workplace assessment to identify risk factors relating to workplace harassment and violence;
 - c. assisting in the development of a qualified list of investigators;
 - d. reviewing and updating the workplace assessment every three (3) years, or earlier if required;
 - e. developing or identifying training on workplace harassment and violence and reviewing it at least once every three (3) years; and
 - f. reviewing all summary reports of an investigation made under this policy and, with the Employer, determining which recommendations are to be implemented.

WORKPLACE HARASSMENT AND VIOLENCE RISK FACTORS

- 30. Identifying and assessing the factors that may contribute to workplace harassment and violence and developing and implementing preventive measures are important steps to preventing workplace harassment and violence from occurring. The risk factors may vary based on the nature of the workplace and the type and conditions of work.
- 31. The Employer and the NOHSC have jointly carried out a workplace assessment that consisted of the identifying risk factors, developing and implementing preventive measures.
- 32. In conducting this joint workplace assessment, the Employer and the NOHSC considered

the following:

- a. work conditions, including type and hours of work, location, physical environment;
- b. workplace culture;
- c. workplace activities;
- d. organizational structure;
- e. organizational culture; and
- f. personal situations.

TRAINING

33. As per the *Regulations*, an Employer and the NOHSC must jointly develop or identify the training on workplace harassment and violence that is to be provided to:
 - a. employees;
 - b. the Employer; and
 - c. the Designated Recipient.
34. The Employer will provide its employees with training on harassment and violence prevention. This course will cover:
 - a. elements of the workplace harassment and violence prevention policy;
 - b. a description of the relationship between workplace harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*; and,
 - c. how to recognize, minimize and prevent workplace harassment and violence.
35. All new employees will receive training within three (3) months after the day on which employment begins. Further, all employees will receive this training again once every three (3) years.

EMPLOYER NOTIFICATION

36. Employees subjected to, or who witness someone being subjected to, harassment or violence are encouraged to notify their supervisor or manager or their Designated Recipient as soon as possible. The employee may notify their supervisor or manager or Designated Recipient of a harassment or violence occurrence verbally or in writing. If the supervisor or manager is notified, they will forward the Notice and all necessary information to the Designated Recipient.
37. A notice of occurrence is to contain:
 - a. the name of the Principal and Responding parties, if known;
 - b. the date of the occurrence; and
 - c. a detailed description of the occurrence.
38. Under the *Regulations* (section 15 (2)), a notice of an occurrence must not be provided if (1) the Responding Party is not the Employer or employee, (2) exposure to harassment or violence is a normal condition of work for the principal party and (3) the Employer has measures in place to address that workplace harassment and violence. All three conditions must be met. If in doubt, consult the Designated Recipient.

ANONYMOUS NOTIFICATION

39. Employees and/or witnesses (including third parties) may choose to provide an anonymous notification of workplace harassment and violence occurrence.
40. In instances where an anonymous notification is provided and the Principal Party of the

occurrence of harassment or violence chooses to remain anonymous or does not wish to proceed with the resolution process, the Employer and the NOHSC will conduct a review of the workplace assessment to determine if any additional preventive measures are required.

REPRISALS

41. Management and employees must be aware that reprisals against an employee who has exercised rights or duties under this policy, or under the enabling legislation, is unacceptable and incompatible with the standards of civility and respect in the federal public service and NPF.
42. Section 147 of the CLC prohibits discipline against an employee who has participated in the process (but who is not the subject of the allegation) outlined in this policy.
43. Any form of reprisal may be subject to the same investigative procedures as notifications of harassment and violence. Further, an administrative investigation could be initiated and may give rise to other measures, up to and including disciplinary action.

EMPLOYERS RESPONSE TO PRINCIPAL PARTY

44. The Designated Recipient should attempt to respond to the Principal Party as soon as possible and within seven (7) (consecutive) days after the day on which the Employer or the Designated Recipient is notified of an occurrence. The Employer will contact the Principal Party and:
 - a. confirm that the notification has been received or inform them that a notification was received from a witness (address urgent situations immediately (e.g. imminent danger));
 - b. inform the Principal Party or witness of how to access NPF's workplace harassment and violence prevention policy;
 - c. explain each step of the resolution process; and
 - d. inform the Principal Party or witness that they may be accompanied by a person or Union representative of their choice at any time during the resolution process.

EMPLOYERS RESPONSE TO RESPONDING PARTY

45. The Designated Recipient will notify the Responding Party regarding the notification of an occurrence, in a timely manner and
 - a. inform them that they have been named or identified as the Responding Party in the notice of an occurrence;
 - b. inform them on how to access the organizations Workplace Harassment and Violence Prevention policy;
 - c. explain each step of the resolution process;
 - d. inform them that they may be accompanied by a person of their choice at any time during the resolution process; and
 - e. provide information on how to access support services.

NEGOTIATED RESOLUTION

46. The Designated Recipient, Principal Party and, if contacted, Responding Party, must make every reasonable effort to resolve an occurrence for which a notice was provided under subsection 15(1).
47. The reasonable effort includes a review by the Principal Party and the Designated Recipient to determine whether the Notice of Occurrence provided under subsection 15(1) describes an action, conduct or comment that constitutes harassment and violence as defined in

subsection 122(1) of the Act.

48. The efforts to negotiate a resolution must begin no later than 45 days after the day on which that Notice is provided. Pressure cannot be applied to participants to resolve an occurrence.
49. If resolution is not achieved, the Principal Party may choose to proceed with conciliation or an investigation.

CONCILIATION

50. Conciliation of an occurrence of harassment or violence can only proceed if both, the Principal Party and Responding Party agree to it and agree on who will facilitate this process. If conciliation cannot proceed or if it is unsuccessful, and the Principal Party chooses to proceed with the resolution process, the Notification of Occurrence will be investigated.

NOTICE OF INVESTIGATION

51. The Designated Recipient will provide the principal party and the Responding Party with notice that an investigation will be carried out.

SELECTION OF AN INVESTIGATOR

52. The Designated Recipient, Principal Party and Responding Party will select the person who is to act as the investigator from a list of investigators that were established jointly by the Employer and the NOHSC.
53. If the parties are unable to agree on an investigator within 60 days after the day on which the notice is provided, the Designated Recipient will select a person from among those whom the Canadian Centre for Occupational Health and Safety identifies as having the knowledge, training and experience required.

INFORMATION FOR INVESTIGATOR

54. The Designated Recipient will provide the investigator will all information that is relevant to the investigation such as the nature of the occurrence, scope of the investigation, and the names of parties to be interviewed.

INVESTIGATION REPORT

55. The investigator's report must not reveal, directly or indirectly, the identity of persons who are involved in an occurrence or the resolution process for an occurrence under the *Regulations* (e.g. work locations, dates, division/group names, etc).
56. The Designated Recipient will provide a copy of the investigator's report to the Principal Party, Responding Party, and the NOHSC.

IMPLEMENTATION OF RECOMMENDATIONS

57. The Designated Recipient and the NOHSC, must jointly determine which of the recommendations set out in the investigator's report will be implemented.
58. If the Designated Recipient and the NOHSC cannot agree on which recommendations set out in the investigator's report should be implemented, then the Employer's decision as to which recommendations are appropriate to implement prevails. The Employer must document its decision and the reason for that decision as per paragraph 35(1)(d) of the *Regulations* and keep a record of the decision and its reasons for 10 years as per subsection 35(2) of the *Regulations*. The decision will be filed with the Designated Recipient.

OCCURENCES INVOLVING THIRD PARTIES

59. This policy only applies where the Principal Party is an NPF employee, regardless of their position or level within the organization. If there is a complaint submitted from a third party

(i/e customer, DND, CAF, other government department, etc.) against an NPF employee, then each Division should have its own process for handling these complaints and/or seek advice from Human Resources in relation to allegations of misconduct regarding the incident in question.

60. If the Responding Party is a third party (not an employee or the Employer), the resolution process set out in the *Regulations* does not have to be followed. The Employer will nonetheless review and update, if required, the workplace assessment. Whether the notice of occurrence is founded will not be the purpose of the workplace assessment review.

WORKPLACE ASSESSMENTS

61. The Employer and the NOHSC must jointly carry out a workplace assessment that consists of the identification of risk factors and the development and implementation of preventative measures.
62. The Employer and the NOHSC must jointly monitor the accuracy of the workplace assessment and, if necessary, update it if:
 - a. a change to the risk factors is identified; and
 - b. a change that compromises the effectiveness of a preventative measure is developed and implemented.
63. The Employer and the NOHSC must jointly review the workplace assessment every three (3) years and update it if necessary.
64. The Employer and the NOHSC must jointly review and, if necessary, update the workplace assessment if a notice of an occurrence is provided, and if:
 - a. the occurrence is not resolved and the Principal Party ends the resolution process; or
 - b. the Responding Party is not an employee or the Employer.
65. A workplace assessment must take into account the circumstances of the occurrence.

DOMESTIC VIOLENCE

66. Violence, no matter where it takes place, can impact all areas of someone's life – including their workplace.
67. You may have also heard similar terms such as:
 - a. family violence;
 - b. gender-based violence; or
 - c. intimate partner violence.
68. No matter how we label it, domestic violence can happen to people of all genders. It happens in all racial, economic and religious backgrounds. It exists in relationships regardless of sexual orientation.
69. Domestic violence can include:
 - a. stalking;
 - b. verbal abuse;
 - c. use of property, children, or pets to threaten and intimidate;
 - d. physical violence, sexual, emotional, and psychological intimidation; and/or
 - e. use of electronic devices to harass and control (technology-facilitated abuse), or economic abuse such as:
 - i. withholding or stealing money; or
 - ii. stopping a partner from reporting to work.

70. Domestic violence may extend into the workplace where the aggressor uses emails, phone calls, text messages, stalking or showing up to the workplace to question co-workers. This can affect employment productivity and health and safety; organizations can help to recognize, respond to, and address the impacts of domestic violence.
71. NPF has a responsibility under the CLC to protect and prevent against all forms of harassment and violence, including domestic violence.
72. Upon being made aware that an employee is or is likely to be exposed to domestic violence or third party harassment or violence in the workplace, NPF will take appropriate precautions to protect the employee and any other persons at the workplace likely to be affected.
73. Employees are encouraged to seek support and report domestic violence so that appropriate safeguards can be put in place.
74. For information or support regarding domestic violence:
 - a. Call 9-1-1 in emergency situations
 - b. Trans Lifeline: 1-877-565-8860
 - c. Contact the Dialogue Employee and Family Assistance Program (EFAP) (if the principal party is in physical danger, or there are children in the home, EFAP is obligated to inform the local police) through the Dialogue mobile app or 1-833-352-9799.
 - d. Access [Shelter Safe](#), which helps women and their children seeking safety from violence and abuse by connecting women with their nearest shelter
 - e. Visit the Government of Canada [Family Violence Resources](#).

EMERGENCY PROCEDURES

75. Employees who are a victim or witness of an occurrence of harassment and violence in the workplace that poses an immediate threat to individual health and safety should call 911 or the local Military Police.
76. All employees are required to be familiar with the emergency procedures.
77. Employees must follow the Security Orders provided by Headquarters or their local Base/Wing.

PRIVACY AND CONFIDENTIALITY

78. The Employer is committed to the protection of the privacy of the persons involved in an occurrence. As such, the NOHSC is not permitted any involvement in the resolution process of an occurrence. Only trained staff in the CCRE will engage in the resolution process with the Principal Party and Responding Party.
79. An investigator will not be permitted to disclose within their report the identity of any persons involved in an occurrence or the resolution process for an occurrence.
80. To encourage those who are victims or witness workplace harassment and violence to come forward, complaints relating to harassment and violence will be handled with utmost sensitivity and discretion. Trust and safety in the process is paramount. As required by the *Regulations*, organizations must emphasize to investigators that their report must not reveal, directly or indirectly, the identity of parties and witnesses involved in the resolution process.
81. Protecting the full privacy of victims or witnesses in harassment and violence complaints may not always be possible or practicable in the context of the public service due to legal obligations including those respecting access to information and privacy. The Employer and/or Designated Recipient will work closely with the parties to address the occurrence while ensuring that information about the complaint is not disclosed, unless required by law.

CORRECTIVE MEASURES

82. Corrective measures under this policy are meant to address systemic issues to prevent and address workplace harassment and violence in the workplace as a whole.
83. Although the investigation recommendations will be provided to the Employer for consideration and implementation to address the systemic risk factors that contribute to workplace harassment and violence, there is no personal remedy or redress options under this policy. Should the Employer determine that any sort of disciplinary measures are warranted based on behaviours of individuals, it will be conducted outside the purview of this policy.
84. For NPF to provide a safe and respectful workplace, while not addressed under this policy, the appropriate delegated authority will be notified of the event/issue/allegations giving rise to the workplace harassment and violence occurrence to be addressed through the appropriate process. This may include disciplinary measures as described in HRPOL 23 Discipline.

RECOURSE OPTIONS

85. Refer to Appendix A – Recourse Options for a summary of available recourse options for employees involved in an occurrence of workplace harassment and violence.

EMPLOYEE SUPPORT MEASURES

86. The Employer offers support and assistance to all employees who are affected by workplace harassment and violence. Those include:
 - a. services are offered by our Dialogue Employee and Family Assistance Program. 24 hours a day, 7 days a week through the Dialogue mobile app or at 1-833-352-9799;
 - b. union representatives;
 - c. the Centre for Conflict Resolution and Ethics offers conflict resolution services and can be reached at CCRE-CERC@CFMWS.com; and
 - d. the local NPF Human Resources Offices.

REFERENCES

87. The following legislation is relevant to the content of this policy:
 - *Canada Labour Code (Part II)*
 - *Canadian Human Rights Act*
 - *Work Place Harassment and Violence Prevention Regulations*
88. The following should be read in conjunction with this policy:
 - NPF Values and Ethics policy
 - HRPOL 23 Discipline

ANNEXES

89. The attachments listed below are part of the present policy:
 - Annex A – Recourse Options to Address Allegations of Workplace Harassment and Violence

Annex A – Recourse Options to Address Allegations of Workplace Harassment and Violence

		Workplace harassment and violence complaint under the Canada Labour Code Part, II	Discrimination complaint under the Canada Human Rights Act (CHRA)	Harassment and discrimination grievances under the applicable Collective Agreement	Disclosure of serious wrongdoing in the workplace under the Public Servants Disclosure Protection Act
Definition	Nature of allegations	Harassment and violence: means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee.	Discrimination: an action or a decision that results in the unfair or negative treatment of person or group because of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and a conviction for which you have been granted a pardon.	Grievance: With some exceptions, an employee can file a grievance as it relates to their terms and conditions of employment including a grievance alleging violation of the “no discrimination” or “harassment” clause in the applicable collective agreement.	Wrongdoing: relates to serious violations that go against the public interest, such as: violating any Act of Parliament or any Act of the legislatures of the provinces, misusing public funds or public assets; gross mismanagement in the public sector; doing something or failing to do something that creates a substantial and specific danger to the health, safety or life of persons or to the environment, seriously breaching the Treasury Board or your organization’s code of conduct or knowingly directing or counselling a person to commit a wrongdoing set out above.

Investigation Process	Timelines to file the complaint	<p>No prescribed timelines.</p> <p>A former employee may make a complaint under subsection 127.1(1) of the Act until the day that is the later of</p> <p>(a) three months after the day on which the former employee ceases to be employed by the employer, and</p> <p>(b) if notice of the occurrence was provided under subsection 15(1), three months after the day on which the resolution process is completed in respect of the occurrence</p>	One year	25 days to 90 days following the last event that gave rise to the grievance (See terms of applicable collective agreement)	No prescribed timelines
	Participation requirements	Anonymous complaint can be submitted but occurrence cannot proceed to an	Parties and witnesses expected to participate and could be compelled if the case is referred to the	Complainant, Respondent and Witnesses may be compelled to testify if the	The employee preferably provides their disclosure of wrongdoing in writing which includes the date and description of the alleged

		<p>investigation, unless the Notice includes the Principle Party's (PP) name and details, and the PP's approval to proceed.</p> <p>It can proceed to an investigation, so long as the notice includes the PP name or identifying factors, occurrence date and occurrence details and the PP requests it.</p>	Canadian Human Rights Tribunal.	grievance is referred to adjudication.	wrongdoing. Your identity and other information regarding a disclosure is protected and not disclosed, even after the investigation is completed.
	Investigator requirements	<ol style="list-style-type: none"> 1. Must be neutral and not hierarchically report to the responding party. 2. Be trained in investigative techniques. 3. Have knowledge, training and experience that is relevant to harassment and 	CHRC determines requirements.	No requirements. Could be investigated by management, HR, or a third party.	A neutral and professional investigator may be called upon. Cases concerning criminal activity will be referred to the appropriate law enforcement authority.

		<p>violence in the workplace.</p> <p>4. Have knowledge of <i>Canada Labour Code</i>, the <i>Canadian Human Rights Act</i> and any other legislation that is relevant to harassment and violence in the workplace.</p>			
	Parties privy to the report	Employer, principle party and the responding party privy to final report. The Workplace Committee and Designated Recipient (if they received the Notice) are privy to the summary report.	Complainant, Respondent, Deputy Minister, Corporate LR.	Labour Relations, Grievance Step Officer, and other parties as determined on a case by case basis.	CEO and Senior Disclosure Officer
Conclusion	Personal remedy available.	No.	No.	No. Unless settlement negotiated in response to grievance.	No.

	Can the process be used as a basis for discipline?	No. Separate administrative investigation (e.g., fault finding distinct from health and safety framework).	Yes.	Yes.	No. Separate administrative investigation (i.e., where wrongdoing is founded and discipline is recommended, a separate administrative investigation is triggered).
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