

# CKUT Harassment and Violence Prevention Policy

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# 1. Mission statement

CKUT, in cooperation with our staff, is committed to a healthy, harassment-free and violence-free environment. CKUT has developed a policy intended to:

- Prevent and respond to workplace harassment and violence of any type.
- Address any incident that might occur in an efficient, exemplary, and objective way.
  - This will be done safe-guarding the welfare of the **parties**, while creating a safe-space for the **principal party**, so **occurrences** can be correctly identified and addressed.

# 3. Application

This policy is a supplement to the [SSMU Gendered and Sexual Violence Policy](#), and applies to all employees, volunteers and contractors at CKUT who are engaged in work, work-related activities or work-related relationships. It applies to employees, volunteers and contractors both on station property and outside of station property. This policy applies to all incidents of harassment and violence, including sexual harassment and sexual violence, family violence and third party violence in relation to CKUT activities.

## 3. Definitions

The following definitions apply to this policy:

- **CKUT activities** include, but are not limited to all activities taking place at the station as well as activities held by CKUT at other locations such as workshops, committee meetings, remote broadcasts, concerts, fundraisers and events.
- **Designated recipient** means the team that has been designated by CKUT, to whom a notice of an occurrence may be submitted. For the purposes of this Policy, the Harassment and Violence Prevention (HVP) Team will act as the designated recipient.
- **Occurrence** means an occurrence of harassment and violence in relation to CKUT activities.
- **Principal party** means an individual or group who is the object of an occurrence.
- **Responding party** means the person who is alleged to have been responsible for the occurrence in a notice of an occurrence provided to the designated recipient.
- **Witness** means a person who witnessed an occurrence of harassment and violence or is informed of an occurrence by the principal party or responding party.
- **Workplace** means any place where an employee is engaged in work for the employee's employer as per [122\(1\)](#) of the [Canada Labour Code](#) (the Code).

### 3.1 Definitions of harassment and violence

The [Code](#) defines harassment and violence at subsection 122(1) as “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.”

### 3.1.1 Harassment

Harassment can include, but is not limited to any of the following acts or attempted acts:

- Spreading rumours or gossip about an individual or group.
- Cyber bullying (threatening, spreading rumours or talking negatively about an individual online).
- Threats made over the phone, by email, or through other mediums to an employee, including from an (ex) partner or family member.
- Making offensive jokes or remarks.
- Playing unwanted practical jokes.
- Socially excluding or isolating someone.
- Stalking or inappropriately following a person.
- Tampering with someone's work equipment or personal belongings.
- Vandalizing or hiding personal belongings or work equipment.
- Impeding a person's work in any deliberate way.
- Persistently criticizing, undermining, belittling, demeaning or ridiculing a person.
- Intruding on a person's privacy.
- Public ridicule or discipline.
- Unwelcome physical contact.
- Sexual innuendo or insinuation.
- Unwanted and inappropriate invitations or requests, including of a sexual nature.
- Displaying offensive posters, cartoons, images or other visuals.
- Making aggressive, threatening or rude gestures.
- Misusing authority, including:
  - Constantly changing work guidelines.
  - Restricting information.
  - Setting impossible deadlines that lead to failure.
  - Blocking applications for leave, training or promoting in an arbitrary manner.
- 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.
- Disability.
- Any of the other prohibited grounds that the [Canadian Human Rights Act](#) lists.

### **3.1.2. Harassment is not**

Harassment is not any of the following:

- Consensual workplace banter and interactions (unless it includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above).
- 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.
  - Discipline.
  - Even dismissal (unless it is abusive or discriminatory as understood in this policy).
- Every workplace disagreement. Although, if a conflict is poorly handled or is left unresolved, it can lead to harassment.

### **3.1.3 Violence**

Violence can include but is not limited to the following acts or attempted acts:

- Verbal threats or intimidation.
- Verbal abuse, including swearing or shouting offensively at a person.
- Non-consensual contact of a sexual nature.
- Kicking, punching, scratching, biting, squeezing, pinching, battering, hitting or wounding a person in any way.
- Attacking with any type of weapon.
- Spitting at a person.
- Throwing physical objects aggressively.
- Damaging property.

# 4. Roles

## 4.1. Role of CKUT

The role of CKUT in relation to harassment and violence prevention includes:

- Committing to preventing harassment and violence in the workplace.
- Jointly conducting an initial workplace assessment with an internal HVP team.
- Jointly monitoring and, when necessary, updating the workplace assessment with an internal HVP team when there is:
  - A change to the risk factors identified, or
  - A change in the effectiveness of the preventive measures that have been developed and implemented
- Jointly reviewing and updating the workplace assessment with an internal HVP team:
  - In situations where the principal party chooses to end the resolution process but the occurrence is not resolved.
  - In situations where the responding party is not an employee or the employer.
- Jointly developing emergency procedures with an internal HVP team.
- Deploying the workplace emergency procedures whenever an incident, including an incident of family violence or domestic violence, poses an immediate danger to the health and safety of an employee or there is a threat of such an incident.
- Jointly reviewing and, when necessary, updating the emergency procedures with an internal HVP team.
- Making available to all employees information related to support services.
- Jointly developing or identifying harassment and violence prevention training with an internal HVP team.
- Delivering harassment and violence training to all employees and the designated recipient.
- Jointly reviewing and, when necessary, updating the training with an internal HVP team at least once every three (3) years and following any change to an element of the training.
- Ensuring that the designated recipient correctly follows the resolution process that is outlined in the [Work Place Harassment and Violence Prevention Regulations](#) (the Regulations).

- For investigations into an occurrence of harassment and violence, providing a copy of the investigator's report to the principal party, responding party, and workplace committee.
- Jointly determining with the workplace committee which recommendations from the investigator's report should be implemented.
- Implementing the jointly determined recommendations from the investigator's report.
- Ensuring the resolution process is completed within one (1) year after the day on which a notice of an occurrence is received.
- Reporting to the [Labour Program](#) employee deaths resulting from occurrences of harassment and violence, within twenty-four (24) hours of becoming aware of the death.
- Complying with all other aspects of the Regulations and the Code as it relates to harassment and violence.

## **4.2. Role of designated recipient (the HVP Team)**

Under this policy, the Harassment and Violence Prevention (HVP) team will act as the designated recipient. The details of how to contact the HVP team are outlined below (Section 4.2.1). The role of the HVP team in relation to harassment and violence prevention at CKUT includes:

- Responding to all notices of an occurrence within five (5) business days of receiving the notice.
- Initiating negotiated resolution with the principal party within thirty (30) business days after the day on which the notice of an occurrence is received.
- Reviewing every notice of an occurrence with the principal party against the definition of harassment and violence outlined subsection 122(1) of the Code.
- Making every reasonable effort to resolve an occurrence for which a notice has been provided.
- Allowing the principal and responding parties the option of participating in conciliation if they both agree to participate and on who will facilitate the conciliation.
- Providing notice of an investigation to the principal and responding parties if the principal party requests an investigation.
- In the case of an investigation, selecting a person to act as an investigator from the list of investigators developed jointly by CKUT's Board and Steering Committee, and the HVP team.
- Ensuring selected investigators have the necessary knowledge, training and

experience required by the Regulations.

- Ensuring investigators provide a written statement indicating they are not in a conflict of interest with respect to the occurrence.
- Providing investigators all the information that is relevant to their investigation.
- Providing weekly status updates to the principal and responding parties on the status of the resolution process.

### 4.2.1 Composition of the HVP Team.

- The HVP Team will be determined on a case-by-case basis in the following manner:
  - The Board will approach external organizations to ask for arbitration as soon as an occurrence is received.
    - CoCo:
      - <https://coco-net.org/> | [services@coco-net.org](mailto:services@coco-net.org)>
      - (514) 849-5599 | 1 (866) 552-2626
    - If external mediation is not possible, the members from the Board of Directors and the Steering Committee will conjointly appoint an **internal HVP team** within 48 hours of receiving an occurrence.
      - It will be composed of three (3) persons deemed the most impartial from either the Board and/or the Steering Committee via popular vote.

### 4.3 Role of employees

The role of all employees in relation to harassment and violence prevention at CKUT include:

- Refraining from committing harassment and violence.
- Where appropriate and safe, informing a person committing harassment and violence that their actions are inappropriate and unwelcome.
- Reporting all occurrences of harassment and violence to the Board of Directors via email ([bod@ckut.ca](mailto:bod@ckut.ca)) when they experience or witness it.
- Where appropriate, making every reasonable effort to resolve an occurrence of harassment and violence through negotiated resolution if they were a party to an occurrence.
- Cooperating with an investigator and the investigation process related to an occurrence.
- Refraining from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process



for an occurrence.

- Respecting the confidentiality of the information shared throughout the resolution process of an occurrence.

## **5. Factors that contribute to workplace harassment and violence**

There are a number of factors that can contribute to workplace harassment and violence. These factors can be divided into 5 general categories:

- People's characteristics.
- Physical work environment.
- Work activity/culture.
- Job factors.
- Other external factors.

### **5.1. People's characteristics**

Working with people that exhibit certain characteristics can put employees at greater risk of harassment and violence. This can include working with volunteers, and their relatives, who may lash out at the closest person due to:

- Being angry and frustrated with the system.
- Having a history of violence.
- A mental health condition, emotional disorder, or a head injury.
- Racist, sexist, homophobic, transphobic, ableist or otherwise discriminatory attitudes and behaviors.
- Being under the influence of drugs or alcohol.

### **5.2. Physical work environment**

Certain work environments and workplace designs can result in additional risks that may lead to harassment and violence. These can include:

- Working alone, in small numbers or in isolated or low-traffic areas (for example isolated reception area, washrooms, storage areas, utility rooms).
- Working in community-based settings (for example home visitors)
- Having a mobile workplace.
- Working in a poorly designed area, such as a cramped room or a room that

- has poor visibility of volunteers or staff.
- Working in an overcrowded environment.
- Working in an environment with high noise levels.

### **5.3. Work activity/culture**

- Working with the public.
- Handling money, prescription medication or items of significant value.
- Working in an environment that tolerates or promotes racist, sexist, homophobic, ableist, or otherwise discriminatory attitudes and behaviours.
- Working during periods of intense organizational change (for example strikes, privatization, restructuring, downsizing).
- Working in the same workplace with an (ex) partner who is abusive.

### **5.4. Job factors**

Aspects specific to a job, such as mental and physical demands of the job, can result in additional hazards that may lead to harassment and violence. This can include:

- Lack of control over how work is done.
- Excessive workload.
- Unreasonable or tight deadlines leading to high stress.
- Confusing, conflicting or unclear job or roles.
- Ambiguous or complicated reporting structures.
- Lack of job security.

### **5.5. Other external factors**

Other external factors that can result in harassment and violence include:

- Family violence or domestic violence, such as a family member or (ex) partner:
  - Threatening an employee or co-workers either verbally or over the phone or email.
  - Stalking the employee.
  - Verbally abusing the employee or co-workers.
  - Destroying the employee or organization's property.
  - Physically harming the employee or co-workers.
  - Using work time or workplace resources to monitor or attempt to control the actions of an (ex) partner.

## 6. Harassment and violence prevention training

CKUT will provide all of its employees and volunteers with a harassment and violence training course. This course will cover:

- Elements of the workplace harassment and violence prevention policy.
- The relationship between workplace harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*.
- How to recognize, minimize and prevent workplace harassment and violence.

All new employees will receive training within 3 months after the day on which their employment begins. Furthermore, all employees will receive this training again at least once every year.

The following groups will receive training on their obligations in relation to harassment and violence at least once every 3 years:

- Managers.
- Members of the HVP Team.
- Volunteers.

### 6.1 Outline of the resolution process

Below is a summary of the resolution process for a harassment or violence report. It includes how a principal party, or witness, can submit a notice of an occurrence.

#### 6.1.1. Notice of an occurrence

You are encouraged to notify the Board if:

- You are an individual who experiences an occurrence of harassment or violence in any CKUT activities, as defined by this policy, or
- You are an individual (including employees, non-employees, volunteers, or visitors) who witnessed an occurrence of harassment and violence in the workplace.

The HVP team will ask the employee or individual to fill out a form, in which they provide the following information:

- The name of the principal party and the responding party (if known).
- The date of the occurrence.
- A detailed description of the occurrence.
- Any documentation relevant to the incident, which may include but is not limited to: screenshots; written or online exchanges; photographs; written testimonies; witness contact information and recordings.

If an employee or individual is not able to provide this information in written form, they may provide this information to the HVP team orally. The HVP team will then transcribe the information for them on the form.

Please note that, to proceed with the resolution process, it is mandatory to provide the name or identity of the principal party who was involved in the occurrence. If you do not provide the name or identity of the principal party, the occurrence will not be further reviewed.

CKUT Radio cannot reveal the identities of the parties involved in the resolution process for an occurrence to either the Board of Directors or the Steering Committee without the consent of the parties. However, the identities of the parties may be revealed to each other as part of the resolution process given that the principal party and the responding party both give their consent.

Upon receiving a complaint of an occurrence, the HVP team will, if possible:

- Notify the principal party in writing of any action that is being taken within two (2) business days and ask them if they require any interim measures being applied.
- Within two (2) business days, the HVP team will inform the principal party if their Complaint falls under the jurisdiction of the policy.
  - If the complaint does not fall under the jurisdiction of the Policy, the HVP team will advise the principal party, and if applicable, of other methods of recourse, support, and accommodations available.
  - If the complaint does fall under the jurisdiction of the Policy, the HVP team will inform the principal party as such, and provide them with the option to pursue an alternate and/or formal resolution process.

## 6.1.2. Negotiated resolution

Negotiated resolution is a form of informal resolution where the principal party meets with the HVP team and either the Board of Directors, or the designated recipient to:

1. Discuss the occurrence.
2. Clarify what was submitted in the notice of occurrence.
3. Negotiate a resolution.

During the negotiated resolution, the HVP team will ask the principal party to meet, either in person, online or by phone, with them. This meeting is for an initial discussion regarding the occurrence. During this discussion, the HVP team and the principal party will review the notice of occurrence that they received on the grounds of the definition of harassment and violence in this policy. Together, they will try to determine whether the occurrence meets the definition. If both the HVP team and the principal party agree that the occurrence does not meet the definition and the principal party does not feel vulnerable, then they will deem the occurrence as resolved. If the HVP team and the principal party do not agree as to whether the occurrence meets the definition, and the principal party wishes to continue with the resolution process, then the principal party has the option of either:

- Continuing with a negotiated resolution, or
- Pursuing conciliation and/or an investigation.

If the principal party wishes to continue with a negotiated resolution, they must inform the HVP team of this decision. The HVP team will schedule a series of meetings with the principal party. At the meetings, where applicable, the responding party will discuss the occurrence and attempt to achieve resolution. The responding party does not have to be informed of the principal party's notice of occurrence or be involved at this stage of the resolution process — this is only if the principal party does not wish for them to be notified or involved. The HVP team can arrange for any of the following meetings:

- Meetings with only the principal party and the HVP team.
- Meetings with the principal party, responding party and the HVP team.
- Meetings between the principal party and the HVP team with concurrent but separate meetings between the responding party and the HVP team.

## 6.1.3. Conciliation

A principal party and responding party may engage in conciliation at any time during the resolution process. However, conciliation can only proceed if both the principal party and the responding party agree to engage in conciliation.

They must also agree on the person who will facilitate the conciliation. However, **conciliation can only proceed if an investigator has not provided their final**

## investigation report.

- The principal party and the responding party are required to inform the HVP team of their desire to participate in conciliation.
- The HVP team will then facilitate discussion around the selection of a conciliator who is agreeable to both parties.
- The HVP team will also schedule time for both parties to meet with the conciliator.

### 6.1.4. Investigation

The principal party may request an investigation at any time during the resolution process. If the principal party wishes to proceed with an investigation, they must inform the HVP team. The HVP team will then:

- Provide notice of an investigation to the principal and to the responding party within two (2) business days, and,
- Select an investigator in collaboration with the Board of Directors as long as there is no conflict of interest.

The selected investigator will investigate the occurrence by:

- Informing the respondent that they may provide a written response to the complaint, within five (5) business days from the date they have been notified of the investigation.
  - If the respondent does not provide a written response within the time requested, the investigation will proceed in the absence of a response.
- The investigator will then send the respondent's response to the principal party, who can then submit a written reply within five (5) business days.
  - If no written reply is provided within the time requested, the investigator will proceed in the absence of such reply. The respondent will receive a copy of the reply, if any.
- The investigator will complete the report within five (5) business days after the responses are received.
  - The investigator charged with the investigation will examine all the information submitted by the parties as well as any other information gathered during the investigation and conduct all interviews.
  - Any interview conducted will require the presence of a member of the HVP team who will oversee the procedure providing a written account. This document will be part of the evidence

submitted to the complete HVP team.

Finally, the investigator will provide CKUT Radio with a report outlining:

1. A general description of the occurrence alongside any documentation relevant to the incident, which may include but is not limited to: screenshots; written or online exchanges; photographs; written testimonies; witness contact information and recordings.
2. Their conclusion detailing whether the complaint of the occurrence was founded or unfounded.
3. Their recommendation to eliminate or minimize the risk of a similar occurrence.

CKUT Radio's Board of Directors will then provide a copy of this report to the principal party, responding party and the workplace committee.

The report will not reveal, directly or indirectly, the identity of the persons who were involved in the occurrence or the resolution process for the occurrence. However, it needs to address how such occurrences may be avoided.

CKUT Radio's Board of Directors and the HVP team will then meet to determine which of the recommendations in the investigator's report are to be implemented. CKUT Radio will implement those recommendations within one (1) year of receiving the notice of occurrence.

CKUT Radio may take into consideration the findings in an investigator's report when applying disciplinary measures. However, disciplinary measures will also depend on the findings from a separate administrative investigation that CKUT Radio will conduct in the circumstances where the investigator's report is not deemed enough by a majority of the Board members.

CKUT Radio cannot use the findings in an investigator's report for any of the following purposes:

- Replenishment of sick leave.
- Granting of any additional paid or unpaid leave.
- Monetary remuneration for damages.
- Material remuneration for damages.

However, the section Recourse avenues in this policy describes other recourse methods that a principal can pursue.

## **6.1.5 Representation**

At any time during the resolution process, a principal party may be accompanied or represented by a:

- Any person of their choosing that makes them feel safe, such as a friend, partner, or colleague.

## 6.1.6. Protection against reprisal

Parties involved in an occurrence are forbidden from seeking any kind of physical, emotional, or mental retaliation outside of this process. If you experience any retaliatory action or threat of retaliatory action from the responding party, witnesses, management, or other people within or outside the organization, please inform the HVP team immediately. The HVP team is allowed to take it to the proper authorities to avoid an escalation of the conflict.

## 6.1.7. Workplace assessment

The HVP team will conduct a joint review. If necessary, they will update the workplace assessment if an employee submits a notice of an occurrence, and the resolution process cannot proceed for any of the following reasons (without being limited by these):

- The principal party chooses to end the resolution process at any point during the resolution process, but the occurrence is not resolved.
- The responding party is not related to CKUT Radio in any way (for example, the responding party is a member of the public, an (ex)partner, or family member conducting non-CKUT activities).
  - The HVP team is obligated to accompany the principal party to more appropriate resources so that they are not alone in their occurrence.

The purpose of the review and update of the workplace assessment is to:

- Determine what happened, considering the circumstances of the occurrence.
- Determine whether all risk factors have been appropriately identified.
- Develop new preventive measures, if needed, to mitigate the risk of a similar occurrence.

## 6.1.8. Sanctions

The sanctions here underlined are to be a guide, but they are not limited to just these as any occurrence of harassment and/or violence may vary from case to case.

For a **visitor who is not a member the community directly affiliated to CKUT**, sanctions are to be enforced by the HVP team, in conjunction with the Human Resources Committee and Board of Directors including, but not limited to:

- Letter of apology.



- Letter of behavioural expectations signed by the respondent, the HVP team and other appropriate enforcement actors.
- Restrictions related to accessing the CKUT premises, or CKUT events.

For a **member of the community directly affiliated to CKUT with no radio airtime (Non-programmer volunteers)**, sanctions are to be enforced by the HVP team, in conjunction with the Human Resources Committee and Board of Directors including, but not limited to:

- Letter of apology.
- Letter of behavioural expectations signed by the respondent, HVP team and other appropriate enforcement actors.
- Restrictions related to accessing the CKUT premises, or CKUT events.
- Mandated anti-harassment or anti-violence training coordinated by the HVP team.

For a **member of the community directly affiliated to CKUT with radio airtime (Programmer)**, sanctions are to be enforced by the HVP team, in conjunction with the Human Resources Committee and Board of Directors including, but not limited to:

- Letter of apology.
- Letter of behavioural expectations signed by the respondent, HVP team and other appropriate enforcement actors.
- Restrictions related to accessing the CKUT installations, or CKUT events.
- Mandated anti-harassment or anti-violence training coordinated by the HVP team.
- Restriction from participation in CKUT-related activities, including removal from their radio show.

For a **member directly affiliated to CKUT (Staff members)**, sanctions are to be enforced by the HVP team, in conjunction with the Human Resources Committee and Board of Directors including, but not limited to:

- Letter of apology.
- Letter of behavioural expectations signed by the respondent, HVP team and other appropriate enforcement actors.
- Restrictions related to accessing the CKUT installations, or CKUT events.
- Mandated anti-harassment or anti-violence training coordinated by the HVP team.
- Restriction from participation in CKUT-related activities, including removal from their radio airtime, if any.
- Administrative leave or suspension without pay.
- Dismissal from their position at CKUT.

For a **member directly affiliated to a CKUT's governing body (Members of the Board of Directors or Steering Committee)**, sanctions are to be enforced by the HVP team, in conjunction with the Human Resources Committee and Board of Directors including, but not limited to:

- Letter of apology.
- Letter of behavioural expectations signed by the respondent, HVP team and other appropriate enforcement actors.

- Restrictions related to accessing the CKUT installations, or CKUT events.
- Mandated anti-harassment or anti-violence training coordinated by the HVP team.
- Restriction from participation in CKUT-related activities, including removal from their radio airtime, if they had any.
- Suspension of their duties.
- Removal from their elected position.

## 7. Emergency procedures

If a harassment or violence occurrence poses an immediate danger to the health and safety of a principal, or if there is a threat of such an occurrence, please contact the McGill Security Office at (514) 398-3000 **or call 911 for emergency services.**

Below is a summary of the emergency procedures that CKUT Radio members must implement in various types of situations.

### 7.1. Violence in the workplace

If you witness or experience violence at work:

- Remove yourself from the situation if you can.
- Inform or seek help from a co-worker immediately.
- If a member of the Board of Directors is the responding party, contact another representative of the Board or any other member of the staff or the Board.
- If your physical security or well-being is threatened, if possible, call 911.
- Contact the Security Office as soon as you can do so, **if applicable.**

If you are dealing with a violent person:

- Stay calm.
- Try to calm the other person or diffuse the situation.
  - Avoid saying or doing anything that could aggravate the situation.
  - Avoid eye contact or sudden movements that can be perceived as threatening.
  - Respect the person's personal space.
  - Continue the conversation with the person only if the person calms down.
  - Tell the person that you understand the reason for their anger.
  - If the behavior persists, end the conversation
- Politely notify the person that you will leave the work area or ask them to do so.
- Notify your manager or seek help from a co-worker immediately.
- If the person refuses to leave the premises and the situation escalates, call

911 and contact McGill's Security Office at (514) 398-3000.

## 7.2. Active shooter

If you witness an incident involving an active shooter outside the building:

- Stay out of sight (away from windows) and warn colleagues and visitors.
- Leave the area at risk if it is safe to do so.
- When safe to do so, call 911, and McGill's Security Office at (514) 398-3000, and other building occupants.
- If you cannot evacuate the building safely, lock outside doors, barricade yourself, and close the blinds and curtains carefully.
- Wait for instructions from first responders.

If you witness an incident involving an active shooter inside the building:

- Stay calm.
- If you can do so safely, leave the area immediately.
- Warn as many others as possible without attracting the attention of the assailant.
- If you can do so safely, call 911 and McGill's Security Office at (514) 398-3000, notify other building occupants.
- Lock the doors or barricade yourself in a room using furniture.
- Block the windows; close the office's blinds, curtains, and lights.
- If the workspace has no door, hide under your desk or where you cannot be seen.
- If you are in a washroom, remain there if safe to do so.
- Silence your cellphone, turn off radios, computers, and noise-making devices.
- If you cannot escape, remain silent and hide until first responders arrive.
- Wait for instructions from first responders.

## 7.3. Bomb threat

If you are made aware of a bomb threat by telephone:

- Try to listen to the caller calmly and do not interrupt them.
- Try to get as much information as possible, such as:
  - When the bomb is supposed to explode.
  - Where the bomb is located.
  - Description of the device.
  - Reason for the call or motivation of the threat.
  - Telephone number on the display screen (if possible).

- Remember any details you can about the caller, such as:
  - Approximate age
  - Gender
  - Accent
  - Level of nervousness
  - Any background noises
- Call 911 and inform McGill's Security Office at (514) 398-3000.
- Remain available to provide information to first responders.

If you are made aware of a bomb threat by written media:

- Save the email (or letter).
  - Try to manipulate the letter as little as possible, such as leaving fingerprints on it.
    - Let the police or McGill's Security Office retrieve the letter.
- Send the email to the police following their instructions.

If a bomb alert is activated (for example, over intercom):

- Visually inspect your immediate work area including:
  - Wastepaper baskets
  - Storage areas
  - Dislodged suspended ceiling panels
  - Furniture that has been moved
  - Closets
- Inform your colleagues of the results of your search.
- If you find a suspicious package, do **not** touch it and inform the police and McGill's Security Office immediately.
- Do not evacuate the building until the security services authorize you to do so.

## 8. Privacy protection

CKUT Radio is committed to the protection of the privacy of the persons involved in an occurrence. As such, the members of the Board, or staff are not permitted any involvement in the resolution process of an occurrence (unless they make part of the internal HVP team's committee and have been trained to be there). Furthermore, we will not permit an investigator to disclose the identity of any of the persons involved in an occurrence or the resolution process for an occurrence in any report it produces and distributes. This includes the principal party, responding party, witnesses and any other individuals interviewed by the investigator.

Please note that if legally obligated, CKUT Radio may disclose information, if, but not limited to:

- An individual is at imminent risk of self-harm or harming others.

- Members of the University community or the broader community may be at imminent risk of harm; and/or
- Investigation or reporting to authorities where required by law (the following list of examples is not meant to be exhaustive: an incident involving a minor, obligations related to occupational health and safety, human rights legislation and/or community safety, procedural fairness).

## 9. Recourse avenues

Employees can pursue multiple recourse avenues for their occurrence. This includes, but is not limited to:

- Pursuing recourse under the *Canadian Human Rights Act* with the *Canadian Human Rights Commission*.
- Pursuing recourse directly with SSMU under their Gendered and Sexual Violence Policy.
- Pursuing recourse with the Canadian Institute for Conflict Resolution.
- Pursuing recourse directly with the police under the *Criminal Code*.

## 10. Support measures

Involved parties can access a list of medical, psychological, or other support services available within the province of Quebec.

- 211: Help line and website providing information on government and community social and health services.
- Info-Santé and Info-Social 8-1-1: Free, confidential consultation service available 24 hours a day, 7 days a week.
- Réseau Avant de Craquer: Collection of mental health assistance organizations 1-855-CRAQUER (272-2837)
- Suicide Action Montréal: Suicide prevention organization 1-866-APPELLE (277-3553)
- DIOGÈNE: Resources for people with a mental illness with judicial and/or homelessness issues 514-874-1214
- Commission des droits de la personne et des droits de la jeunesse (CDPDJ): 1-800-361-6477
- Elder Mistreatment Helpline: 1-888-489-2287
- Ligne Tel-Aînés: 514-353-2463
- Crime Victims Assistance Centres (CAVAC): 1-866-LE CAVAC (532-2822)
- Centres d'aide et de lutte contre les agressions à caractère sexuel (CALACS): 1-888-933-9007

- Centre pour les victimes d'agression sexuelle de Montréal: Listening, support and referral 24/7. 514-933-9007
- LGBTQ + Community Center of Montreal: Services for people on sexual and gender diversity 514-528-8424
- Native Friendship Centre of Montreal: Day center 9 am to 5 pm, Monday to Friday. 514-499-1854
- Ullivik: Health and social services for the Nunavik community 24/7. 514-932-9047, ext. 0
- Cree Health Board: Health and social services for the Cree community 24/7. 514-989-1393, ext. 73270 or 73238
- Projet Autochtones du Québec: Free hosting service for homeless people or people in vulnerable situations. 6 pm to 8 am, 7 days a week. 514 879-3310, ext. 202 or 203.
- Southern Inuit Association: Social services for the Aboriginal community. 9 am to 5 pm, Monday to Friday. 514 545-1885
- RESICQ : Centre de Crise du Quebec :
  - Centre-Est. Centre de crise Le Transit. (514) 282-7753
  - Centre-Ouest. Centre d'intervention de crise Tracom. (514) 483-3033

## 11. Notices submitted in bad faith

Notices of harassment and violence that are identified throughout the resolution process as having been made in bad faith may be subject to disciplinary action.

## 12. Complaints related to employer non-compliance with the Code or Regulations

In accordance with section 127.1 of the Code or Regulations, if you, as an employee believe that there has been a contravention of the Code as it relates to an occurrence of harassment and violence, you may make either an oral or a written complaint to the Board of Directors