



PARAMEDIC CHIEFS OF CANADA (PCC)

HARASSMENT AND DISCRIMINATION PREVENTION POLICY

1. Purpose

The Paramedic Chiefs of Canada, referred to as “PCC”, is committed to providing a professional work and membership environment where everyone is treated with respect and dignity.

Every PCC member, contractor(s), and consultant(s) of the PCC is entitled to a safe environment that is respectful and free of harassment and discrimination. We consider a respectful environment to mean a place where all PCC members, contractor(s) and consultant(s) are actively living our core values and demonstrating honesty, integrity, courtesy and respect for others in all we do.

The PCC is committed to addressing and preventing harassment in the workplace, as well as when members are participating in other organizational activities.

This Policy prohibits all forms of harassment and discrimination, as set out in this Policy. Conduct of this type is strictly prohibited by any person who is governed by this Policy.

Any violation of this Policy may result in corrective sanctions including, but not limited to, expulsion from PCC membership events without a refund, and/or termination of membership.

This policy is not intended to discourage, prevent or preclude anyone from exercising other legal rights pursuant to any other law, or from filing a complaint with their provincial human rights commission under human rights legislation.

2. Scope

This Policy applies to all PCC members, contractors and consultants. This Policy also applies to all persons who attend at a PCC “workplace” including, but not limited to, all consultants, visitors, contractors, vendors and delivery persons.

This Policy applies any time or in any location in which PCC members, contractors and consultants are engaged in work or membership-related activities. This includes, but is not limited to:

- In the workplace, which is deemed to include all membership related activity.
- At restaurants, hotels or meeting facilities used for business purposes and during work-related travel.
- During telephone, e-mail, virtual meetings or other communications, including social media; and
- At any PCC social or membership event, including at the PCC Summit.

3. Rights and Responsibilities

PCC members, contractors and consultants:

- must familiarize themselves with the Policy and respect it.
- share a responsibility for maintaining a harassment-free experience when engaged in work-related or membership activities.
- must refrain from causing or participating in harassment or discrimination.
- are strongly encouraged to report harassment they experience or observe as soon as possible as set out in this Policy.
- may be involved in a process under this Policy and must cooperate fully with a formal or informal resolution procedure.
- must respect the confidentiality of a process under this Policy (this includes complainants, respondents and witnesses)

PCC Board:

- ensures implementation, enforcement and maintenance of this Policy.
- oversees the application of the complaint-handling process (separate document for complaints).
- ensures all cases of harassment or discrimination are addressed within the scope of this Policy.
- may propose awareness-raising, information, and prevention activities for all members, contractors and consultants.
- supports members, contractors and consultants in finding ways to prevent, manage and eliminate conflict.

4. Definitions

Harassment is defined in this Policy as any inappropriate or offensive behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that is known or ought reasonably to be known could have a harmful affect

on a PCC Member, contractor(s) or consultant(s') dignity or psychological or physical integrity. A single serious incident of such behaviour may also constitute harassment.

Harassment also includes any inappropriate or offensive sexual or sexually orientated conduct that is known, or reasonably to be known, to be unwelcome based on sex, gender (how one identifies including gender identity or expression or gender-determined characteristics) or sexual orientation. Sexual harassment can also refer to behavior that creates or permits a sexualized or sexually charged atmosphere, such as, but not limited to:

- Objectionable and unwelcome sexual solicitations or advances.
- A sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
- A reprisal or threat of reprisal for rejecting a sexual advance or solicitation.

Harassment does not include normal conflict that may occur between individuals or differences of opinion between members and/or co-workers.

A reasonable or legitimate action taken relating to the management or direction of PCC members, contractor(s) or consultant(s), or the workplace is also not harassment.

If the definition of harassment in the applicable province's legislation is broader or more encompassing than the above definition, then that definition shall be used in place of the definition above. The applicable province is the province in which the incident took place, or if via electronic means, the province of residence of the Respondent.

The definition of discrimination to be applied to a complaint shall be the applicable provincial human rights legislation definition.

5. Resolution or Investigation of a Complaint

Informal Process

Whenever possible, PCC members, contractor(s) and consultant(s) who believe they are being harassed should first inform the person concerned that their behaviour is inappropriate or offensive and request directly that it be stopped. If that is unsuccessful, or making such a request is not feasible for any reason, this Policy, including the formal complaint process, may be used.

The person subject to the behaviour should take note of the date and details of the incidents (including the date, time, place, nature of the behaviour complained of, and the names of any people involved including any witnesses), as well as the steps taken to try to resolve the situation with the person concerned.

A complaint may be resolved informally, without a formal investigation, when this type of resolution is appropriate.

Formal Process

Reporting a Complaint

Complaints of workplace harassment are made by submitting a complaint in writing in any form to the President of the PCC Board, or the Past President of the PCC Board info@paramedicchiefs.ca

Complaints should include the following information:

- Name(s) of the people who allegedly experienced workplace harassment;
- Name(s) of alleged harasser;
- Details of what happened including dates, times and locations;
- Lists of any supporting documents or witnesses to the alleged harassment.

There is a complaint form attached to this Policy which may be used to file a complaint.

A complaint should be reported as soon as possible to allow incidents to be resolved and/or investigated in a timely manner. Delay in making a complaint may limit the availability of evidence for an investigation.

Complaints should be made within one (1) year of the incident or the last incident in a series, unless there are exceptional circumstances that prevented the Complainant from doing so.

Investigation Process

Upon receipt of a complaint, the PCC will consider if the complaint falls within the Scope of the Policy. The PCC will commence an investigation in a timely manner if there are sufficient grounds to proceed under the Policy.

The PCC may investigate the complaint internally or use an external impartial investigator. Investigations will be conducted in a manner consistent with the principles of procedural fairness.

Complaints and information related to the investigation of such complaints shall be kept confidential by everyone involved. Information will be shared on a need-to-know basis only or as required by law.

The PCC will undertake an investigation that is appropriate in the circumstances to address all incidents and/or complaints of harassment.

As noted in the section above, in some circumstances, and with the agreement of the Complainant, there may be informal ways to resolve issues in the workplace.

The PCC may commence an investigation if incidents of harassment are brought to their attention even in the absence of a formal complaint or complainant. The PCC has the discretion to investigate any alleged incidents of harassment.

Investigation Outcome

Both the Complainant and Respondent shall be provided with the results of investigation in writing.

The PCC shall determine what, if any, corrective action will be taken as a result of the investigation. Corrective measures may include, but are not limited to, the following:

- a verbal warning, written warning, membership revocation, cancellation of contractors or consultants' contract(s);
- education or training; and/or
- any other corrective or disciplinary action deemed appropriate under the circumstances.

6. Retaliation

The PCC will investigate complaints as set out above and will also take all reasonable steps to ensure that its members, contractors and consultants who file complaints or are involved in the investigation of a complaint are not subject to retaliation. The PCC considers retaliation to be a serious violation under this Policy and subject to disciplinary measures.

False complaints and false counter allegations are themselves a form of harassment and will not be tolerated. A false complaint or false counter allegation(s) may result in disciplinary action up to and including termination of contracts, membership cancellation, and other measures.

PCC Complaint Form

Complainant Information

Name:

Position:

Contact Information:

Information about Alleged Harassment

Name:

Position:

Service:

Please provide as much detail as possible regarding the incident(s). Include names, dates, times, places, a description and details of the conduct, comments, display, and/or gestures made. Provide names of persons directly involved, and names of any witnesses. (Please use additional pages if necessary and attach them)

Signature of Complainant: _____ Date: _____