

STATEMENT of POLICY			
Manual:	Catalyste+	Policy No.	8.7 - VA
Section:	Human Resources	Approved:	October 28, 2020
Subject:	Catalyste+ Advisor Policy on Harassment and Misconduct in the Workplace or on Assignment	Effective:	October 30, 2020
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Issued by:	Leadership Team	Dated:	

1 Purpose

- 1.01 Catalyste+ is committed to providing and maintaining a working environment and relationship with partners and clients that is based on respect for the dignity and rights of everyone. It is Catalyste+'s goal to provide a healthy and safe work environment that is free of any form of harassment, discrimination or violence, including sexual abuse and sexual exploitation.

2 Scope

- 2.01 This policy applies to all Catalyste+ Advisors, in house Catalyste+ Advisors and Board Members (hereinafter referred to as "Catalyste+ Advisors"). It applies in any location in which you are engaged in Catalyste+-related activities. This includes, but is not limited to:

the workplace (i.e. Catalyste+ local / regional offices; in house assignments or a client's place of business)

- conduct while on assignments with partners and clients
 - during assignment-related travel
 - in dealings with Catalyste+ and client staff
 - at restaurants, hotels or meeting facilities that are being used for business purposes
 - in Catalyste+ or client owned or leased facilities
 - during telephone, email or other communications; and
 - at any Catalyste+-related social event, whether or not it is company sponsored
- 2.02 This policy applies to situations in which Catalyste+ Advisors are subject to, or become aware of, harassment and/or misconduct, as defined below under section, 4, "definitions," on assignments or in the work setting from individuals who may or may not be Catalyste+ representatives, such as clients, other organizations and suppliers.

3 Policy

- 3.01 Catalyste+ will do its part by not tolerating or condoning improper behavior, discrimination, harassment or violence on assignments or Catalyste+ Advisor work settings.

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This includes making everyone in the organization aware of what behaviour is and is not appropriate, ensuring procedures are in place to maintain a harassment free environment, and ensuring complaint and investigative procedures are followed up with appropriate remedial actions.

4 Definitions

--under the [Canadian Human Rights Act](#)

“Inappropriate behavior and offensive conduct” including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a prohibited ground of discrimination

“Sexual Harassment”

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

“Discrimination”

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and gender identity)
- sexual orientation
- family, marital (including same-sex partnership) status
- disability or perceived disability

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- a record of offences for which a pardon has been granted under the *Criminal Records Act (Canada)* and has not been revoked, or an offence in respect of any provincial enactment

“Discriminatory Harassment”

Discriminatory harassment includes comments or conduct based on the protected grounds which the recipient does not welcome or that offends him or her.

“Sexual Abuse”

Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.

“Sexual Exploitation”

Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

“Protection from Sexual Exploitation and Abuse (PSEA)”

The term used by the United Nations and non-governmental community to refer to measures taken to protect affected populations from sexual exploitation and abuse within all the humanitarian response operations.

NOTE *Examples of what may and may not constitute in appropriate behavior and harassment can be found in Annex A*

5 Procedures for Addressing & Investigating Harassment Complaints

5.1 Informal Procedure

If a Catalyste+ Advisor believes that they are being harassed, the first thing to do is to tell the person to stop. They should do so as soon as they receive any

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unwelcome comments or conduct. Although this may be difficult to do, this is often enough to stop the behaviour.

Some of the things a person can say that might stop the behaviour include:

- “I don’t want you to do that.”
- “Please stop doing or saying...”
- “It makes me uncomfortable when you ...”
- “I don’t find it funny when you ...”

If the harassment continues after the individuals has been confronted, the Catalyste+ Advisor may want to provide him or her with a written statement of the situation including specific details of the issues considered to be harassment or inappropriate behavior, a request to the harasser to stop and if not ,that a formal complaint will be filed. A copy of this statement of events should be kept.

5.2 Formal Reporting Procedure

Note: all cases of alleged sexual exploitation, harassment and abuse will be investigated and reported to appropriate parties, including Global Affairs Canada (GAC). Further, these shall be referred to the relevant authorities in cases of criminal conduct, as per PSEA guidelines. Victims also have access to the Catalyste+ Whistleblower anonymous reporting system, as described in Catalyste+ policy 2.2. (“Ethics”).

- a) If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, such as cases of sexual exploitation, harassment or abuse, the Catalyste+ Advisor or client should contact Catalyste+ Human Resources at hr@ceso-saco.com to register a formal complaint and complete a confidential Complaint Form providing specific details of the person(s) involved, details of the incident(s) and possible witnesses (see Annex B for copy of the form)
- b) Human Resources will inform the CEO of the incident and recommend corrective and/or investigative actions to be taken. At this point in time, a

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two-person management committee (hereafter the “Committee”) will be formed to investigate details of the allegations.

- c) The Committee will report back to the CEO and complainant within thirty days of the filing of the formal complaint unless there is a mutually agreed extension.
- d) Catalyste+ will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be subject to suspension or removal from Catalyste+'s Roster.

5.3 Investigation Procedure

The Committee will commence investigations as quickly as possible. The Committee may elect to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- interviewing potential witnesses, managers, clients and Country Representatives as appropriate
- reviewing any related documentation and previous history
- making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the Committee will prepare a detailed report of the findings to the CEO and the Leadership Team.

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6.0 Corrective Actions

Human Resources will deliberate with senior management to determine what remedial action should be taken as a result of the investigation.

The Committee will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment or misconduct is made, Catalyste+ will take appropriate corrective measures, regardless of the respondent's seniority as a Catalyste+ Advisor within the organization.

Corrective measures may include one or more of the following:

- discipline, such as a verbal or written warning
- suspension or removal from Catalyste+'s Catalyste+ Advisor Roster, and
- any other disciplinary or legal actions deemed appropriate under the circumstances

7.0 Related Statements of Policy

Policy 7.7 – Prevention of Sexual Exploitation & Abuse

8.7.1 Breach of Conduct Review/Appeals Process (Annex C)

Your signature below signifies that you have read and understand <i>Catalyste+'s Catalyste+ Advisor Policy on Harassment and Misconduct in the Workplace or on Assignment</i> and that you agree to respect and enforce this policy as a Catalyste+ Advisor of the organization.	
Name:	Title:

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Date:	Signature:
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ANNEX A

What Isn't Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal Catalyste+ Advising function, including:

- measures to correct performance deficiencies
- imposing discipline for workplace infractions; or

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether the intent was to offend someone. The test of harassment is whether an individual knew or *should have known* that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their

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conduct or body language that the behaviour is unwelcome, in which case that behaviour must stop immediately.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from client to VA, VA to client, VA to VA, Catalyste+ representative to VA and VA to Catalyste+ representative.

Examples **DEFINITIONS**

--under the [Canadian Human Rights Act](#)

"Inappropriate behavior and offensive conduct" including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a prohibited ground of discrimination

"Sexual Harassment"

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Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of **sexual harassment** are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent sexual staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material

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- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing; and sexual assault

“Discrimination”

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and gender identity)
- sexual orientation
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Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading malicious rumours
- excluding or ignoring someone, including persistent exclusion of a particular person from Catalyste+-related social gatherings
 - undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
 - providing only demeaning or trivial tasks in place of normal job duties
 - humiliating someone
 - sabotaging someone else's work
 - displaying or circulating offensive pictures or materials
 - offensive or intimidating phone calls or emails
 - impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
 - making false allegations about someone in memos or other work related documents

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B. Workplace Incident Allegations (Attach more pages if necessary): When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct.

(If more than one event, please report each event on a separate form.)

Date of first incident:

Date of last incident:

Date of other incident(s):

Where did the specific event occur?

Please explain the events that occurred?

Were there any witnesses to this specific event? (If yes, please provide their names)

How did you feel?

What would be your desired outcome as a result of an investigation?

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ANNEX C

Related Statements of Policy - 8.7.1 Breach of Conduct Review/Appeals Process

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