



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Annual Report on the Members of the House of Commons Workplace Harassment and Violence Prevention Policy

2024

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Introduction

Adopted by the Board of Internal Economy (the Board) on January 28, 2021 and reviewed and approved on February 15, 2024, the *Members of the House of Commons Workplace Harassment and Violence Prevention Policy* (the Policy) outlines the responsibilities of Members of the House of Commons, as employers, and their employees in fostering a healthy, safe, and respectful work environment, free from harassment and violence.

The Policy applies to

- Members of the House of Commons, including those acting as Members, House Officers, or Members responsible for a research office
- Employees of Members, House Officers, and Members responsible for a research office
- Interns and volunteers (whether paid or unpaid)

The Policy does not cover situations between Members, as these are governed by the *Code of Conduct for Members of the House of Commons: Sexual Harassment*.

This Policy clearly defines the duties of employers in investigating, recording, and reporting incidents of harassment and violence. It strengthens efforts to prevent harassment and violence, ensures timely and effective resolution of incidents, and outlines the support provided to affected employees. Additionally, the Chief Human Resources Officer (CHRO) of the House of Commons is required to present an annual statistical report to the Board.

Purpose of this report

This report provides an overview of the statistical data on harassment and violence cases under the Policy for the period of January 1, 2024, through December 31, 2024. The following details are included:

- **Table 1:** Number of complaints reported
- **Table 2:** Grounds for complaint
- **Table 3:** Status of respondent
- **Table 4:** Outcome of complaint
- **Training overview:** Information on training provided related to the Policy

To reflect last year’s decision to align reporting with the calendar year for consistency with Employment and Social Development Canada’s Labour Program, this report covers the period of January 1 to December 31, 2024, and therefore includes four complaints that were previously reported in the 2023-2024 annual report.

Complaints overview

For the purposes of this report, “complaints” refer to all incidents of harassment and violence reported to the Respectful Workplace team. This team is designated by the CHRO as the recipient for such reports, in accordance with the Policy.

During the reporting period, 18 incidents were reported to the Respectful Workplace team and 17 were resolved.

- 15 cases resolved through **workplace assessments**
- 2 cases resolved through **negotiated resolution**
- 1 case is pending

Most occurrences that were reported involved third parties as the respondent. Third parties include, among others, consultants, members of the public, and employees working for other Members.

Training

A central element of the Policy is ensuring Members and their employees are well-informed and trained. These trainings focus on preventing harassment and violence in the workplace and are part of the onboarding processes for new Members and for new Members’ employees.

Training for Members

Workplace Harassment and Violence Prevention Training (new Members)

A mandatory three-hour in-class session (or a two-hour virtual session) offered in both official languages. Four sessions were conducted in 2024 as part of onboarding for new Members.

Recertification for Members

Recertification is mandatory every three years. A self-paced online training is available on *Source* (the House of Commons intranet) for Members and serves as a refresher on Members' obligations to prevent, address, and resolve workplace harassment and violence.

Training for Members' employees

Workplace Harassment and Violence Prevention for Employees

A self-paced online course specifically designed for Members' employees, covering how to recognize, prevent, and respond to workplace harassment and violence. Employees must receive this training every three years.

In 2024, 360 employees completed this course.

Awareness and support

Ongoing communication and awareness are key to the success of the Policy. Information on the Policy and the harassment and violence prevention process is prominently featured on *Source* and regularly communicated to Members and their employees. In addition, Members are provided with resources and tools to support their role as employers, and they can seek guidance from subject-matter experts when needed.

Conflict Resolution

The Conflict Resolution in the Workplace team provides informal, confidential services and training, offering Members and their employees a safe space to address and resolve workplace conflicts either independently or with support.

Wellness resources

The House of Commons Administration offers a range of confidential services to support Members, as employers, and their employees following incidents of harassment or violence, including mental health and wellness resources. These include

- **Employee and Family Assistance Program**
- **Wellness Centre and Health Unit**
- **Public Service Health Care Plan**
- **In-house training and wellness seminars**

The House of Commons Administration continues to review policies and services to ensure that the mental health and wellness needs of Members, as employers, and their employees are fully supported.

Carolyn Evangelidis

Chief Human Resources Officer

House of Commons

Reporting (2024)

Table 1: Number of complaints reported

	2022-2023	2023-2024	2024 ¹
Complaints	13	17	18

¹ Includes four (4) complaints previously reported in the 2023-2024 report.

Table 2: Grounds for complaint

Ground	Number of complaints
Abuse of authority	0
Discrimination	1
Harassment	3
Sexual harassment	1
Violence (including psychological violence)	1
Multiple ¹	12
Total	18

¹ Covers more than one ground.

Table 3: Status of respondent

Respondent	Number of complaints
Member	1
Colleague/Member's employee	6
Third party	11
Total	18

Table 4: Outcome of complaint

Outcome	Number of complaints
Negotiated resolution	2
Mediation	0
Investigation	0
Resolved (other)¹	15
Complaint withdrawn²	0
Pending (still open)	1
Total	18

¹ The Policy's resolution process does not apply but appropriate measures have been taken on a case-by-case basis to address the situation and prevent the recurrence of similar situations.

² The complainants have decided to not proceed with the Policy's resolution process. Appropriate measures have been taken on a case-by-case basis to address the situation and prevent the recurrence of similar situations.