

As of 2021, federal jurisdiction employers must follow **new requirements** when employees report violence and harassment in the workplace.

This card will guide you through the new reporting process for violence and harassment complaints when the perpetrator and victim are both employees.

Reports of third-party violence or harassment (when the perpetrator does not work for your organization) do not follow the process described on this card. See **cupe.ca** for more information.

See CUPE's full guide on federal violence and harassment legislation at <https://cupe.ca/new-federal-violence-and-harassment-legislation-bill-c-65>.

Contact your union executive, your CUPE representative or your CUPE health and safety representative for further assistance.

**Canadian Union of Public Employees National Health and Safety Branch**

1375 St. Laurent Blvd  
Ottawa, ON K1G 0Z7

Tel. (844) 237-1590 (toll free)

Email: [health\\_safety@cupe.ca](mailto:health_safety@cupe.ca)

**CUPE** / Canadian Union  
of Public Employees

# VIOLENCE AND HARASSMENT COMPLAINTS



**THE FEDERAL SECTOR**

## **How to file an in-organization violence and harassment (V/H) complaint:**

1) Report the complaint to your supervisor or designated recipient (the person your employer has designated to deal with V/H complaints). Reports can be made verbally or in writing. If you're comfortable, you should also report to your union so they can support you.

2) Reports can be made anonymously or by a witness. However, your report must include the name of the target of V/H (principal party). If the principal party isn't named, the complaint likely won't proceed.

3) After a report is made, the employer must contact the principal party within 7 days to acknowledge the complaint, provide the employer policy, explain the resolution process, and inform the principal party that they can have a representative support them throughout the process.

4) Within 45 days, the employer, the principal party, and potentially, the alleged perpetrator of V/H (responding party) must start a joint process to resolve the complaint. This is called negotiated resolution.

5) Negotiated resolution can involve conciliation (mediation) or an investigation.

An investigation can take place at the same time as conciliation. The employer must investigate if the principal party requests it. The process for selecting an investigator varies by workplace. Check with your union.

6) Anonymized copies of the V/H investigation report will be provided to the health and safety committee and to the principal and responding parties.

*Note: The principal party can stop the resolution process at any time by informing the employer or designated recipient.*