

# A guide on available tools and resources on workplace harassment and violence prevention (WHVP)

## Introduction

The Act to amend the Canada Labour Code (CLC) also known as Bill C-65, received Royal Assent in October 2018. The Act introduces multiple amendments to the Canada Labour Code including sexual harassment and sexual violence, so as to strengthen the existing framework for harassment and violence prevention. The amendments to the Canada Labour Code came into force on January 1, 2021 alongside with the new Workplace Harassment and Violence Prevention Regulations (herein referred to as “the Regulations”)<sup>1,2</sup>.

The main changes included:

- Addition of references to sexual harassment and sexual violence in the workplace to the Canada Labour code.
- Updates to Occupational Health and Safety Act (Part II of the Canada Labour code) to include information on health and safety matters, employer and employee duties and new harassment and violence prevention requirements.
- Information governing the practical application of Part II of the Canada Labour Code detailed in the Workplace harassment and violence prevention regulations.

The workplace harassment and violence prevention regulations (the regulations) came into force on January 01<sup>st</sup>, 2021.

“The Regulations’ highlights the key elements of a workplace harassment and violence prevention policy, and the procedures that must be in place to respond to incidents of harassment and violence includes:

- timeframes for resolution to better support the complainant and alleged individual;
- confidentiality of all parties involved, including witnesses, throughout the investigation;
- protection for employees victimized by a third party (for example, an employee harassed by a client);
- the qualifications of a competent person to investigate and provide recommendations;
- employer obligations to implement corrective measures in response to the investigation report of a competent person;

<sup>1</sup> Government of Canada publishes new regulations to prevent harassment and violence in federal workplaces. <https://www.canada.ca/en/employment-social-development/news/2020/06/government-of-canada-invites-canadian-workplaces-to-get-ready-for-new-regulations-against-harassment-and-violence.html>. Accessed on 2023—06-17.

<sup>2</sup> Work Place Harassment and Violence Prevention Regulations: SOR/2020-130. <https://canadagazette.gc.ca/rp-pr/p2/2020/2020-06-24/html/sor-dors130-eng.html>. Accessed on 2023-06-17

- a clear outline of the existing and new roles of the workplace committee; and
- support to be provided for employees who have experienced workplace harassment and violence.

This guide provides an overview of available resources on workplace harassment and violence prevention. The resources include:

- Self-paced online courses to enhance knowledge and understanding of harassment and violence prevention in the workplace. Please use this link to access the courses. ([Link](#)).
- The CryOut app to facilitate reporting of events involving harassment and violence in the workplace.
- A handbook on workplace harassment and violence prevention.
- Factsheets on workplace harassment and violence and prevention.
- Frequently Asked Questions (FAQ)
- A Wallet Card template.
- A poster.

## Courses

The courses on workplace harassment and violence are designed to provide detailed information on all relevant aspects of harassment and violence in the workplace. The courses are self-paced and can be taken virtually. Available courses include:

- Harassment and violence in the workplace for Employees (WHVP 101). This course is recommended for all staff.
- Harassment and violence in the workplace for Managers and supervisors (WHVP 102). This course is recommended for all management staff.
- Sexual Harassment (WHVP 103).
- Bystander Intervention (WHVP 104).

These courses could be accessed using this [link](#).

## CryOut App

The CryOut app is your one stop solution to report events of harassment and violence in the workplace. The tool could be used to submit notices of occurrence if approved by your employer.

This unique resource is a rapid, efficient, and effective way to keep your employer informed about events/occurrences of harassment and violence that occur in the workplace. The notice of occurrence must contain the following information:

- The name of the principal party and the responding party (if known)
- The date of occurrence
- A detailed description of the occurrence.

The information provided through this app is automatically transmitted to your employer. The app also provides users with the option to submit a notice of occurrence anonymously.

## Handbook

The handbook is a comprehensive document that touches all areas of harassment and violence prevention in the workplace. It was developed to serve as your go-to resource on key information pertaining to workplace harassment and violence prevention. The handbook covers topics such as:

- Harassment and violence in the workplace
- Harassment and violence legislation
- Reasonable management vs harassment or violence in the workplace.
- Forms of discrimination and harassment/violence.
- Harassment and violence as a criminal act
- Domestic violence
- Factors contributing to workplace harassment and violence
- Consequences of harassment and violence
- Roles and responsibilities of employers and employees (Canada Labor Code)
- Measures for preventing and resolving workplace harassment and violence
- The resolution process for workplace harassment and violence
- Sexual Harassment in workplace
- Bystander Intervention
- Scenarios and case examples.

The handbook can be accessed using this [link](#).

## Factsheets

The factsheet highlights key information on workplace harassment and violence prevention including

- Workplace harassment and violence and part II of the Canada Labour Code.
- How to recognize, minimize and respond to harassment and violence in the workplace.
- Sexual harassment
- Role of a Bystander
- Employers obligation. What can employers do to help protect their employees?

- Workplace violence and harassment prevention policy template
- Relevant resources (including links to CryOUT app, and other online tools).

### Wallet card

The wallet card is designed to help employees rapidly retrieve contact information of their designated recipient or the work unit in charge of receiving reports of harassment and violence. The card also contains references to available tools/resources including the CryOUT app, WHVP website, available courses, and WHPV policy template.

### Infographics

The infographic illustrates key topics on harassment and violence in the workplace including the resolution process, employer responsibilities in preventing workplace harassment and violence and bystander intervention.