



Workplace Violence Prevention and Psychological or Sexual Harassment Management Policy

INTERNATIONAL FESTIVAL OF FILMS ON ART

Updated on September 17, 2024

Preamble

The International Festival of Films on Art is committed to providing its staff and clients with a safe work environment where everyone is treated with respect. No one within our organization—whether a manager, employee, volunteer, guest, or member of the public—should have to tolerate harassment, discrimination, intimidation, or exploitation at any time or for any reason. Likewise, no one has the right to harass, discriminate against, or exploit anyone else, whether in the workplace or in any work-related situation. Our work environment must be a respectful space for all.

Discrimination, harassment, intimidation, and exploitation are prohibited under the Charter of Human Rights and Freedoms. The Criminal Code prohibits physical and sexual assault. As a result, the International Festival of Films on Art will not tolerate any form of discrimination or other prohibited practices. Disciplinary actions, up to and including dismissal, will be taken against anyone who harasses an individual or a group.

The International Festival of Films on Art is committed to taking all complaints seriously, whether they are made informally or formally. We pledge to take action to ensure that all complaints are handled promptly, confidentially, and fairly.

Application

This policy applies to everyone working for the International Festival of Films on Art (FIFA), whether on a permanent or temporary basis, including managers, students, interns, volunteers, and suppliers of goods and services.

Definition: Harassment

The Act Respecting Labour Standards defines psychological harassment as follows:

"Vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature. A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment"

This includes discriminatory behavior based on age, gender, race, color, religion, beliefs, origin, marital status, family situation, pregnancy, sexual orientation, disability, or income when such behavior is insulting or undermines a person's dignity by causing them discomfort, humiliation, or distress.

What constitutes harassment is often a matter of perception and interpretation. In general, harassment is considered to have occurred if the individual knows or should reasonably know that the behavior is inappropriate and unwelcome.

Harassment includes unwanted sexual advances and physical contact, sexually explicit jokes, derogatory drawings, promises or threats to obtain sexual favors, racist jokes, insults, sarcasm, and repeated words, actions, or gestures that are hostile and intimidating. A single incident may constitute harassment if it has a lasting harmful effect on an individual.

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Definition: Workplace

The workplace includes premises, offices, break rooms, restrooms, parking lots, outdoor areas, and other spaces where individuals are present for their work with FIFA. Harassment is considered unacceptable workplace behavior when it occurs in work-related contexts such as business trips, FIFA representation activities, and work-related social events.

1. OBJECTIVES

This policy aims to:

- Affirm FIFA's commitment to preventing and stopping all instances of psychological or sexual harassment related to work, including harassment from external sources.
- Outline the measures in place to prevent harassment, including available information and training programs.
- Establish the procedure for handling complaints and problematic situations reported to the employer or their designated representative through a formal report.

2. SCOPE

This policy applies to all FIFA personnel at all hierarchical levels, including the following locations and contexts:

- Workplaces, including remote work locations, if applicable.
- Any other place where individuals may be present as part of their employment (e.g., common areas within the employer's premises, during meetings, training sessions, or work-related travel).
- Work-related social activities.

This policy also covers communications sent or received by any means, technological or otherwise, in a work-related context (e.g., social media, emails, text messages, postings, letters).

3. POLICY STATEMENT

a) Administrative Rule

The International Festival of Films on Art (FIFA) does not tolerate or accept any form of workplace harassment, whether committed:

- By managers toward employees or contract workers.
- Between colleagues.
- By employees toward their superiors.
- By any person associated with FIFA, including representatives, clients, users, suppliers, visitors, or others.

Any individual who violates this policy will be subject to appropriate measures, up to and including dismissal. The choice of applicable measures will take into account the severity and consequences of the actions, as well as the individual's prior record.

Anyone who makes false accusations with the intent to harm will also be subject to appropriate disciplinary measures.

b) Staff responsibilities

All staff members are responsible for maintaining a workplace free of psychological or sexual harassment and any other form of verbal or physical violence. To this end, the expectations for all personnel are as follows:

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- Behave professionally and respectfully, avoiding any conduct that could constitute harassment.
- Report any situation of harassment or violence (including domestic violence) to a designated advisor if brought to their attention.
- Take all appropriate measures to stop harassment or violence as soon as they become aware of it.
- Take all necessary actions to protect individuals subjected to harassment or violence.
- Cooperate with the complaint resolution process when requested.
- Participate in employer-implemented mechanisms to prevent and eliminate harassment.

c) Prevention of psychological or sexual harassment

The International Festival of Films on Art (FIFA) is committed to taking reasonable steps to provide a workplace free of any form of harassment in order to protect the dignity, as well as the psychological and physical integrity, of individuals.

In accordance with its legal obligations, the employer implements measures to identify, control, and eliminate the risks of psychological or sexual harassment, including:

- Distributing this policy to make it accessible to all staff members, providing a digital copy to each current or new staff member.
- Continuously monitoring the risks and risk factors that could lead to harassment situations, including those listed in Annex 1 of this policy.
- Ensuring understanding and compliance with the policy by all individuals.
- Promoting respect among individuals.
- Regularly raising staff awareness about everyone's roles and responsibilities in preventing harassment, particularly during social activities held by the employer.
- Implementing a training and awareness program for staff and individuals designated to receive and address complaints and reports, which includes:
 - Distributing the following videos produced by CNEEST to all staff members:
 - [LE BUREAU - Une situation de conflit entre deux salariés gérée par l'employeur](#)
 - [L'IMPRIMERIE - UNE SITUATION DE HARCÈLEMENT PSYCHOLOGIQUE AU TRAVAIL](#)
 - [L'ÉPICERIE - UNE SITUATION D'EXERCICE DU DROIT DE GÉRANCE](#)
 - [LE RESTAURANT - UNE SITUATION DE HARCÈLEMENT PSYCHOLOGIQUE AU TRAVAIL](#)
 - Requiring all staff members to complete the following training produced by ASSTSAS (if this free training is no longer available, an equivalent training will be provided to staff members):
 - [PRÉVENTION DE L'INCIVILITÉ ET DU HARCÈLEMENT AU TRAVAIL](#)
 - Consulting staff about specific situations in their work environment that may create conditions that could lead to harassment.
 - Holding exit interviews with individuals leaving their positions to understand the reasons for their departure.
 - Establishing a diligent process for handling complaints and reports.

d) Handling of complaints and reports

Any staff member who believes they are experiencing harassment related to their work may file a complaint so that the employer can take the necessary actions to correct the situation.

Any staff member, including those who witness behavior or conduct resembling harassment or at risk of becoming harassment, may also make a report to bring the situation to the

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employer's attention.

A report or complaint can be made verbally or in writing. The details of the incidents should be described as precisely as possible to facilitate a prompt and diligent response.

The law prohibits any form of harm or retaliation by the employer in the handling and resolution of a complaint or report.

The International Festival of Films on Art (FIFA) commits to:

- Address the complaint or report as quickly as possible;
- Preserve the dignity and privacy of the individuals involved, including the person making the complaint or report, the person subject to it, and any witnesses;
- Ensure that all individuals involved are treated with humanity, fairness, and objectivity, and provide adequate support to them;
- Protect the confidentiality of the intervention process, particularly information related to the complaint or report;
- Offer the individuals involved the opportunity to hold, with their consent and when appropriate, a mediation meeting to resolve the situation, ensuring that the support occurs in a neutral and impartial context;
- Conduct, if necessary, an investigation promptly, objectively, neutrally, and impartially. If internal resources are unavailable or lack the required expertise, responsibility may be assigned to an external intervener to maintain impartiality and ensure the quality of the process. The individuals involved will be informed of the outcome of this process. If the investigation does not establish that unacceptable behavior occurred, all material evidence will be retained for two years and then destroyed;
- Take all reasonable measures to resolve the situation, including appropriate disciplinary actions;
- Review the preventive measures in place to ensure they remain effective and to prevent similar incidents from occurring again.

e) Complaint handling procedure

To protect the interests of all parties, any complaint (including interview records, investigation results, and other information) will remain confidential to the extent possible. However, it may be disclosed when required by law or when necessary to comply with this policy.

Obligations of the complainant:

- The individual who believes they are a victim of harassment or violence is encouraged to directly inform the individual exhibiting such behavior that it must cease immediately.
- If circumstances prevent the complainant from addressing the individual directly, or if there is a recurrence of the behavior, the complainant should seek advice from a counselor.

A complaint filed in bad faith constitutes misconduct and may be subject to corrective actions, up to and including termination.

A complaint form is available in the appendix to this document but is not mandatory for filing a complaint.

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Possible Outcomes of a Complaint:

a) **No Harassment**

If, after discussion with the counselor, the complainant agrees that the unpleasant behavior does not constitute harassment, the counselor will take no further action but may maintain a file if deemed appropriate.

b) **Mediation**

If, after discussion with the counselor, the complainant wishes to proceed with the complaint and both parties are open to mediation, the counselor may facilitate a mediation meeting between them. The counselor must document the meeting and report to the board of directors.

c) **Investigation**

If the parties involved are unwilling to participate in mediation or if the mediation is insufficient to resolve the situation to the satisfaction of the complainant, the counselor must:

- Conduct an investigation by discussing with the parties involved and witnesses, using available evidence. The investigation must be diligent (based on the circumstances), impartial, fact-based, and adapted if necessary to the specific needs of the complainant and the person named in the complaint;
- Formulate a conclusion regarding a possible violation of this policy;
- If possible, find a solution that is acceptable and realistic for both parties and for the FIFA;
- Maintain a confidential file on the incident and the outcome. This file will be kept confidential by FIFA;
- Report to the board of directors;
- Follow up with the parties involved and share the follow-up conclusions with the board of directors.

If the report confirms the validity of the complaint, the board of directors will decide on the appropriate corrective action to take against the individual who is the subject of the complaint. This action will be documented in the person's file for as long as the board of directors deems appropriate.

Designated Individuals for Receiving and Handling Complaints:

- The General and Artistic Director
- A Member of the Board of Directors

These individuals are identified in Annex 2, along with their respective email addresses, to receive complaints.

These individuals are primarily responsible for:

- Informing staff about the employer's policy on psychological or sexual harassment;
- Receiving complaints and reports of harassment or violence;
- Evaluating each request and recommending appropriate actions or interventions (e.g., individual meetings, mediation, investigation), depending on the context;
- Determining who will be the competent person responsible for the intervention (e.g., the designated person, another internal or external intervener);
- Following up to ensure that the individuals involved are adequately supported and that the intervention has achieved the desired effects.

The Festival International du Film sur l'Art (FIFA) will ensure that those designated to receive and handle complaints and reports are properly trained to carry out their responsibilities and that they have the necessary skills and tools to process and follow up on complaints or reports.

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This includes evaluating complaints of harassment to recommend an administrative investigation if necessary;

FIFA will allocate work time so that the designated individuals can perform the functions assigned to them.

Prevention of Psychological Health Risks: A Shared Responsibility

The Occupational Health and Safety Act stipulates, in Article 51, that the employer must take the necessary measures to protect the health and ensure the physical and psychological safety and integrity of the worker. Specifically, the employer must use methods and techniques aimed at identifying, controlling, and eliminating risks that could affect the worker's health and safety, including harassment.

This same law, in Article 49, outlines the obligations of the worker, including the responsibility to take necessary measures to protect their own health, safety, or physical and psychological integrity and to ensure they do not endanger the health, safety, or physical or psychological integrity of others in the workplace or near the workplace.

Commitment

By the present, I declare my commitment to respect the workplace violence prevention policy and the handling of psychological or sexual harassment of the Festival International du Film sur l'Art (FIFA).

Signature

Date

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ANNEX 1 – RECOGNIZING PSYCHOLOGICAL OR SEXUAL HARASSMENT

The Labour Standards Act provides criteria for determining what may be considered psychological or sexual harassment, including:

- Offensive conduct (hurtful, humiliating);
- Occurring repeatedly or in a single serious act;
- Hostile (aggressive, threatening) or unwanted behavior;
- Affecting the dignity or integrity of the person;
- Leading to a harmful (damaging, detrimental) work environment for the person.

Discrimination based on any of the grounds listed in Article 10 of the Charter of Human Rights and Freedoms (race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age, religion, political beliefs, language, ethnic or national origin, social condition, disability, or use of an assistive device) may also constitute harassment.

This definition applies to all work contexts, including telework and during participation in work-related social activities.

For example, the following behaviors may be considered vexatious conduct that constitutes harassment if they meet all the criteria outlined in the law.

Behaviors Related to Psychological Harassment:

- Intimidation and cyberbullying
- Threats, isolation
- Offensive or defamatory comments or gestures toward a person or their work
- Verbal violence
- Disparagement

Behaviors Related to Sexual Harassment: Any form of **unwanted attention or advances** with a sexual connotation, such as:

- Persistent solicitation
- Looks, physical contact
- Sexist insults, crude comments
- Comments, jokes, or images with sexual connotations

The concept of harassment must be distinguished from other situations such as interpersonal conflicts, work-related stress, difficult professional constraints, or the normal exercise of management rights (such as managing attendance, organizing work, disciplinary measures, etc.).

The employer is obligated to intervene when a problematic situation related to harassment or potential harassment is brought to their attention. However, it is considered good practice, when possible, for the person who feels they are experiencing inappropriate conduct in the workplace to inform the individual involved that their behavior is unwelcome before filing a complaint or report. They should also note the date and details of the incidents and the steps they have taken to attempt to resolve the situation.

If no action is possible or if the conduct continues despite an initial approach, the situation should be brought to the attention of the designated persons responsible for receiving and handling complaints and reports so that appropriate intervention can take place.

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ANNEX 2 – COMMITMENT OF PERSONS DESIGNATED BY THE EMPLOYER TO RECEIVE AND HANDLE COMPLAINTS AND REPORTS RELATED TO PSYCHOLOGICAL OR SEXUAL HARASSMENT IN THE WORKPLACE

Designated persons to receive and handle complaints:

Philippe U. del Drago, Executive Director and Artistic Director: drago@lefifa.com

Sophie de Champlain, Corporate Secretary: dechamplainsophie@gmail.com

Commitment

I hereby declare my commitment to comply with the policy for the prevention of workplace violence and the handling of psychological or sexual harassment at the Festival International du Film sur l'Art (Le FIFA).

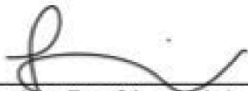
I ensure that my recommendations and interventions will be impartial, respectful, and confidential.



Philippe U. del Drago

17 septembre 2024

Date



Sophie De Champlain

30 sept 2024

Date

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COMPLAINT FORM

Identification	
Name :	
Phone :	email:

The Festival International du Film sur l'Art (Le FIFA) is committed to:

- Addressing the complaint or report as quickly as possible;
- Preserving the dignity and privacy of all involved parties, including the person who made the complaint or report, the person being reported, and the witnesses;
- Ensuring that all parties involved are treated with humanity, fairness, and objectivity, and that adequate support is provided to them;
- Protecting the confidentiality of the intervention process, including information related to the complaint or report.

The sections below provide the information to include in your version of the facts, as well as instructions for completing each section.

Context Explain : <ul style="list-style-type: none">• Your history with the employer;• The events that led to the harassment situation you are reporting (e.g., a change in supervisor or the arrival of a new colleague);• Any other element that helps provide a general understanding of the situation.
Describe the context

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List of hostile or unwanted gestures, words, and behaviors

Provide a list of the hostile or unwanted gestures, words, and behaviors that were committed toward you. Arrange the situations in chronological order (from the oldest to the most recent), to the best of your ability.

For each event, provide the following information:

- **When and where?** (Indicate the location and date of the event.)
- **Who did what? Who said what?** (Describe the facts and identify the people involved. Report the exact words spoken in quotation marks. Describe the volume and tone of the voice, facial and body expressions, gestures, etc.)
- **Were there any witnesses?** (Provide the names of witnesses who saw and/or heard what happened.)
- **Is there any evidence?** (Are there documents, emails, texts, audio or video recordings, screenshots, photos, or other materials that support your version?)

A few lines for each situation will suffice, as in the following two examples.

Describe the events

Situation at work

Did you report the harassment to the employer or to someone else in the company? (Please write the name of the person)

- YES
 NO

Name :

Date :

Signature :