



Canadian Nursing Students' Association
Association des étudiant(e)s infirmier(ère)s du Canada
Nursing : Change, Challenge & Choice
Relève Infirmière : Développement, défi & décision

Code of Conduct for all Meetings, Discussion Forums and Committees

(the following policy applies to all meetings held within the board of directors and including all regional, committee and national assembly meetings)

Date: January 23, 2007

Who this policy applies to

Canadian Nursing Students Association (CNSA) members, Board of directors, representatives, and visitors and all others were conducting business with CNSA.

Our Commitment

The CNSA is committed to providing a safe and respectful work environment. No one has to put up with harassment within the CNSA, for any reason, at any time. And no one has the right to harass anyone else. This policy is one step toward ensure that the CNSA meetings, and electronic discussion forums are comfortable for all of us.

Harassment is against the law

The Canadian Human rights Act, the Canada labour code and the various other provincial Codes protect us from harassment. The Criminal code protects us from physical and sexual assault. You have the right to live and work without being harassed, and if you are harassed, you can do something about it.

Members' responsibilities

All CNSA members, BOD members, representatives, business associates and visitors have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All individuals have the responsibility to report harassment to the appropriate person. All individuals under this policy are responsible for respecting the confidentiality of anyone involved in a harassment complaint.

Board of Directors responsibilities

Each member of the board of directors is responsible for striving for a safe working environment free from harassment. Executive members must set examples for appropriate behaviour, and must deal with situations of harassment immediately on becoming aware of them, whether or not there has been a complaint. All members of the Board of directors must make the executive committee aware of any complaints of harassment by other members CNSA.

The responsibility of the CNSA

As a volunteer organization, CNSA also has a responsibility to be aware of what is happening within the association, which includes meeting, or online discussion forums. The CNSA will treat all incidents of harassment seriously and will act on all complaints and to ensure that they are resolved quickly, confidentially and fairly. CNSA will discipline anyone who has harassed a person or group of people or who retaliates in any way against anyone who has complained of harassment, given

Fifth Avenue Court
99 Fifth Avenue, Suite 15
Ottawa, ON K1S 5K4

<http://www.cnsa.ca>

<http://www.aeic.ca>



Canadian Nursing Students' Association
Association des étudiant(e)s infirmier(ère)s du Canada
Nursing : Change, Challenge & Choice
Relève Infirmière : Développement, défi & décision

evidence in harassment investigation or been found guilty of harassment. CNSA will also discipline the member of the Board of directors who does not act properly to end harassment. The CNSA will not put up with harassment.

Michael Garreau
President, CNSA

Fifth Avenue Court
99 Fifth Avenue, Suite 15
Ottawa, ON K1S 5K4

<http://www.cnsa.ca> <http://www.aeic.ca>



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

Nursing : Change, Challenge & Choice

Relève Infirmière : Développement, défi & décision

Appendix A – Definitions and Procedures

1. What is harassment?

Harassment is any behaviour that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments or displays. It may be a single incident or continue over time.

Some examples of harassment include:

- Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- Unwelcome sexual remarks, invitation, or requests (including persistent, unwanted contact after the end of a sexual relationship);
- Displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- Practical jokes that embarrass or insult someone;
- Leering (suggestive staring) or other offensive gestures;
- Unwelcome physical contact, such as patting, touching, pinching, hitting;
- Patronizing or condescending behaviour;
- Humiliating an employee in front of co-workers;
- Abuse of authority that undermines someone's performance or threatens her of his career;
- Vandalism of personal property, and/or
- Physical or sexual assault.

Harassment can take place between anyone, including people of the opposite sex or of the same sex, and no matter what their status or relationship may be with CNSA.

2. What isn't harassment?

Consensual banter or romantic relationships, where the people involved agree with what's happening, are not harassment. Appropriate performance reviews and constructive criticism of staff, representatives and executive members are not harassment.

3. Where harassment happens

Harassment can take place at meetings of the CNSA or outside of meetings in a situation that is in some way connected to the CNSA, including online discussion forums.

4. Complaint Procedures

Speak up

- If you believe you are being harassed, speak up right away, if possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do. You can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.

Fifth Avenue Court
99 Fifth Avenue, Suite 15
Ottawa, ON K1S 5K4

<http://www.cnsa.ca>

<http://www.aeic.ca>



Canadian Nursing Students' Association **Association des étudiant(e)s infirmier(ère)s du Canada**

Nursing : Change, Challenge & Choice

Relève Infirmière : Développement, défi & décision

Keep notes

- Record all unwelcome or harassing behaviour. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment.

Report it

- If the harassing behaviour occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints. Within CNSA, the designated anti harassment person is the President. IF that person is involved in the complaint, please see the Vice President Inter/Intra Professional Education and Research. In cases of sexual or physical assault, you should go directly to the police. You may also go directly to the Canadian Human Rights Commission.
- Once a person reports harassment, the designated anti-harassment person will ask questions such as what happened, when, where, how often, and who else was present, and will keep notes of this conversation.

Informal procedures

- You may want to proceed informally at first. This means you can ask the designated anti harassment person to help you communication with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaints. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

Mediation

- It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated persons may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint and should not be asked to represent CNSA at any stage of any proceedings related to the complaint.
- Either party has the right to refuse mediation. You are the only one who can decide if mediation is appropriate for you. Do not agree to it if you feel pressured into it or feel that you are at a disadvantage or vulnerable because of age, sex, race, colour, religion, sexual orientation, economic position, or for any other reason. If someone suggests mediation but you are uncomfortable with it, you can say so, and it will not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

Fifth Avenue Court
99 Fifth Avenue, Suite 15
Ottawa, ON K1S 5K4

<http://www.cnsa.ca>

<http://www.aeic.ca>



Canadian Nursing Students' Association **Association des étudiant(e)s infirmier(ère)s du Canada**

Nursing : Change, Challenge & Choice

Relève Infirmière : Développement, défi & décision

The investigation

- If you want to go ahead with the formal complaint, a consultant will investigate it. This person will investigate the complaint thoroughly. He or she will interview the complainant, the alleged harasser and any witnesses. All employees and executive members have a responsibility to cooperate in the investigation.
- Both you and the alleged harasser have the right to be accompanied by someone with whom they feel comfortable during any interviews or meetings.

An investigation will involve:

- Getting all pertinent information from the complainant;
- Informing the alleged harasser of the details of the complaint, and getting her or his response;
- Interviewing witnesses;
- Deciding whether, on a balance of probabilities, the harassment did take place, and
- Recommending appropriate remedies, penalties or other action.

If there is not enough evidence to support an allegation of harassment, the investigator will not recommend any penalties or remedies.

Substantiated complaints

- If the investigator decides the complaint is valid, he or she will report in writing to the president, ideally within a week of completing the investigation. The investigator will recommend appropriate remedies and disciplinary action, and any other necessary action. The President will decide what action to take, and will inform both parties of the decision, in writing, ideally within a week of the report being submitted.

Remedies for the Victim

Remedies for a person who has been harassed will include any of the following, depending on the nature and severity of the harassment:

- An oral or written apology from the harasser and the CNSA;
- Corrective action for the harassers.

Corrective action for harassers will include any of the following, depending on the nature and severity of the harassment:

- a written reprimand to be sent to their school of nursing director;
- a suspension from any future CNSA events; or
- the severance of a business relationship.

Complaints made in bad faith

- In the event the complaint was made in bad faith, i.e., deliberately and maliciously filed knowing it had absolutely no basis, the complainant will be subject to the same penalties as a harasser. The person unjustly accused of harassment will have her or his reputation restored

Fifth Avenue Court
99 Fifth Avenue, Suite 15
Ottawa, ON K1S 5K4

<http://www.cnsa.ca>

<http://www.aeic.ca>



and will be given the benefit of any necessary remedies that would be given in a case of harassment.

Retaliation

- Anyone who retaliates in any way against a person, who has been involved in a harassment complaint, will be subject to the same penalties as a harasser.

Confidentiality

- The CNSA will not disclose any information about a complaint, except as necessary to investigate the complaint or to take disciplinary actions or as required by law. Executive members and the board of directors will respect confidentiality in the same way.

Time Limits

- The executive members, and the board of directors have a responsibility to make sure that harassment ends as soon as they become aware of it. Complaints will be resolved as quickly as possible, ideally within one month of being made. Complainant should be aware that there is a one-year time limit for filing complaints with the Canadian Human Rights Commission.

Other Options

Any member of the CNSA who is not satisfied with the results of harassment complaint can consult the Canadian Human Rights Commission. Information on filing a complaint can be obtained by phoning the commissions toll free number 1-888-214-1090. If the harassment involves physical or sexual assault, which are criminal offences, the police are the appropriate avenue.

5. Policy Changes

If there are questions or comments about the policy or its application, please speak to the President of CNSA. Changes to the policy will be made as necessary, and the policy is reviewed regularly.