



(1) Policy No. 16 aimed at preventing and combating sexism and sexual violence (2) Policy No. 42 on respect for persons, prevention and intervention in matters of harassment.

Resolution 99-CE-9390
Resolution 99-CE-9509
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University of Quebec in Montreal
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CHARTER OF RIGHTS AND RESPONSIBILITIES

STUDENTS

STATEMENT OF PRINCIPLES

A public, francophone and secular university, UQAM is accessible to anyone who, accepting the mission and objectives as well as the regulations and policies, meets the admission requirements for study programs.

Students are full members of the community university and participate in its development.

Students enjoy fundamental freedoms at the University recognized by the Charter of human rights and freedoms such as freedom of opinion, freedom of expression, freedom of peaceful assembly and freedom of association.

Students have the right to recognition and exercise, in the full equality, human rights and freedoms, without distinction, exclusion or preference based on, among other things, race, color, sex, sexual orientation, age, religion, political beliefs, ethnic or national origin, social condition, a handicap or the use of a means to overcome this handicap.

A distinction, exclusion or preference based on relevant aptitudes or qualities required or the existence of a quota in a study program is deemed

non-discriminatory.

Part i

RIGHTS OF STUDENTS

Section I

RIGHT TO QUALITY TRAINING

1. Students have the right to quality training programs taking into account the development of knowledge of their discipline or their field of study.
2. In particular, students have the right:
 - a) to have at the beginning of the session a written lesson plan including the objectives of educational activity, learning content, educational formulas proposed, the evaluation methods and criteria as well as the respective weighting of the contents or objects of evaluation in the overall evaluation;
 - b) to be informed of the modalities of organization and evaluation of group work as well the respective role of the resource persons involved in the process and evaluation of internships;
 - c) to have, within the prescribed or agreed time limits, a fair valuation and impartiality of their reviews and work;
 - d) to have access, within a reasonable time, to the relevant information justifying the evaluation and marking of their examinations and their work;
 - e) to request that an evaluation result be modified according to the procedure of modification of mark and, if necessary, in a second step, according to the procedure of grade review;
 - f) to obtain services concerning financial assistance programs and assistance and support learning;
 - g) to have equitable access, within the limits of the resources of the University and rules in force, documentary resources, equipment, premises and services necessary for the continuation of their training and their participation in university life.
3. Students have the right to support activities that promote learning and success in their studies.

4. In the framework of second and third cycle studies, students and students also have the right:

- a) with the agreement of the data subject and the appropriate bodies, to choose their thesis or thesis supervisor and, if necessary, to modify this choice;
- b) supervision, the terms of which are established in consultation with them and, in reasonable deadlines, to an assessment of the progress of their work;
- c) that all of the University's units and services make efforts to provide them with financial resources to promote the pursuit of their studies full-time.

Section II

INTELLECTUAL PROPERTY

5. Students are the owners of intellectual property rights and of their moral rights over the work they carry out during the activities academic studies taken at the University to the extent provided for in regulations and policies of the University.

6. Students have the right, in accordance with the legislative provisions applicable contracts as well as University regulations and policies, recognition of their contribution and, where applicable, of their property rights intellectual property for their participation in research and publications funded by even a grant, research contract or otherwise.

Section III

RIGHT TO INFORMATION AND CONFIDENTIALITY

7. The information recorded in the university files of students and students are confidential. Anyone who, in the exercise of their functions, has access to the university file must ensure the confidentiality of information contained therein.

8. The University must disseminate and make easily accessible information relating to administrative and academic regulations, policies and rules of establishment.

9. In particular, students have the right to information regarding :

- a) the admission requirements and the requirements of the study programs offered by

the University;

b) support measures and organizational arrangements for training activities practice provided for in their program;

c) any project concerning them and having a direct effect on the pursuit of their study programme;

d) any disciplinary proceedings undertaken against them;

e) financial assistance programs offered by public funding bodies and private for the pursuit of university studies;

f) their financial, administrative and academic transactions with the University.

Section IV

RIGHT TO PARTICIPATION

10. Students participate in university life in such a way as to contribute, with other members of the university community, to the development of their training and living conditions at the University.

11. In particular, students have the right, in accordance with the University regulations and policies:

a) to be represented on University bodies;

b) participate in the development, redesign or modification of regulations and policies of the University that concerns them;

c) participate in the evaluation and revision of their study program;

d) participate in the teaching evaluation process in order to contribute to improving the quality of their training;

e) to be represented to the University by student associations recognized in order to promote the rights set out in this Charter as well as their academic, cultural, social and economic interests;

f) obtain recognition from the University for their participation in various university authorities and student organizations;

g) to participate, through their representatives in the cycles higher education, the development of financial support policies for students and graduate students.

Section V

RIGHT TO A QUALITY ENVIRONMENT

12. The University aims to provide students with conditions learning and studies that respect their health, safety and integrity physical as well as information and consultation services on the risks to health and safety to which their study activities expose them.

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13. The University subscribes to the importance of maintaining good order on campus and provide a healthy and safe environment for its university community so that teaching, research and creation activities continue there in a peaceful, fertile and free climate.

14. The University recognizes that every student has the right to protection, in all fairness and confidentiality by appropriate mechanisms and remedies, against the abusive conduct of any person representing the University or acting in a employee.

PART II RESPONSIBILITIES OF STUDENTS

15. The rights and freedoms of students must be exercised in the respect for the rights and freedoms of other members of the university community, democratic values and the well-being of this community as a whole.

16. The student, the student admitted to the University must respect the regulations, policies and directives of the establishment and accept, upon admission to a program studies of the University, the public, French-speaking and secular character of the establishment and the obligations attached to it.

17. Each student must actively contribute to the success of their training and personally assume all the tasks required in the process of his study program.

18. Each student is notably responsible for:

- a) respect the dignity and rights of any other member of the community academic;
- b) to obtain information and participate in university life;
- c) make their course choices on the dates and deadlines prescribed and respect the evaluation methods and deadlines provided for in its program and courses;
- d) to respect the university rules of intellectual and scientific probity sanctioning plagiarism, fraud, copying, cheating and falsification of documents;
- e) to respect the rules relating to intellectual property, confidentiality, probity in research, and ethics in all activities related to its UQAM student status;
- f) to respect the administrative deadlines provided for in the university calendar as well as University regulations and policies;
- g) to participate with the other members of the university community in the development and maintaining a healthy and safe work and study environment;

h) to respect the terms of use of documentary resources, equipment, premises and services made available to them in order, among other things, to allow access to the greatest number of people.

Page 6**PART III
PROCEDURAL RIGHTS**

19. Students whose rights are affected should be treated with impartiality and respecting the rules of fairness and confidentiality. The decisions taken against them, in accordance with university regulations and policies, must be fair and timely.

20. Within the framework of the application of the regulations and policies of the University, students have the right to:

- a) know the essential elements of any disciplinary action taken against them place to enable them to make meaningful representations;
- b) to be heard by the appropriate bodies in order to make their defense or their point of view;
- c) objective decisions without prejudice, which take into account the relevant elements on file;
- d) reasoned decisions which are communicated to them within a reasonable time.

**PART IV
INTERPRETATION**

21. This Charter declares the rights and responsibilities of students and students of the University of Quebec in Montreal. However, the terms of realization of these rights and responsibilities are established by and in regulations and other University policies as well as in various federal or provincial legislations.

**PART V
FUNCTIONAL STRUCTURE**

22. Any member of the university community participates in the respect and application

of the principles set out in this Charter.

23. Any member of the university community exercising a management function academic or administrative is responsible for seeing to the application of the Charter in the areas of its competence.

24. The student, the student who, after having used the mechanisms and remedies provided for in regulations and policies of the University, considers itself infringed in a right recognized by the this Charter may lodge a complaint with the university ombudsman.

25. Any modification to be made to this Charter must first be submitted for opinion and recommendation to the Student Life Committee.

26. The Student Life Committee is responsible for the implementation of the programs information and awareness raising relating to the Charter.

Policy # 16

Policy aimed at preventing and combating sexism and sexual violence

Responsible: Vice-rectorate for human and organizational development

This policy is intended for the entire UQAM community

The text you are viewing is an administrative codification of UQAM's policies. Their official version is contained in the resolutions adopted by the Board of Directors. The version you are viewing is the one in effect in April 2020.

Adopted on April 10, 2019: resolution 2019-A-18096

Effective June 11, 2019: resolution 2019-A-18181

AMENDMENTS

2020-A-18441

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between students and staff members with a relationship
pedagogical or authoritative**

1. Statement of Principles

Through this policy, the University aims to collectively prevent and combat sexism and sexual violence within his community. The University recognizes to all, all members of the UQAM university community the fundamental right to a work and studies free from all forms of sexism and sexual violence, whether whether it is sexual harassment, unwanted sexual behavior or coercion sexual.

The University wants to ensure that it supports, advises, accompanies and directs adequately and with diligence the requesting persons, that is to say the victims, witnesses or informed who disclose a situation of sexism or sexual violence to the Office Harassment Intervention and Prevention (BIPH). The University also wants ensure their immediate protection.

To combat impunity, the University undertakes to put in place effectively the procedures and penalties applicable in the event of breach of this policy.

1.1 Prevent and combat sexism and sexual violence

The University is committed to combating sexism and sexual violence.

All of them are likely to be victims of sexism and sexual violence. However, in implementing this policy, the University recognizes that sexism and sexual violence is predominantly directed against certain groups. He This concerns women in particular, more particularly when their experience is the intersection of several forms of discrimination, of people from minorities sexual or gender, racialized or racialized communities, communities natives, foreign students, as well as people in a situation of handicap. The University therefore undertakes to take their specific needs into account.

The University is committed to responding to disclosures in a fair, efficient and diligent manner by demonstrating a systemic understanding of the causes and impacts of sexism and sexual violence.

The University recognizes the existence of gendered and gendered social norms and structures social policies that ensure that situations of sexual violence are under reported, standardized and standardized. These elements help to maintain inequities socio-historical issues towards women and gender minorities. These elements contribute also to perpetuate what is often identified as the culture of rape.

Ensuring confidentiality is a key principle in creating a culture of respect and consent in which victims feel safe to disclose a situation of sexism or sexual violence and seek help. All the people who are members of the university community who have witnessed or been informed of an act of sexism or violence of a sexual nature must act with respect for the confidentiality of information. In addition to communications with the Intervention and Prevention Office in matters of harassment, information about such acts should not be communicated only when necessary.

1.2 Respect for the needs of applicants

The University subscribes to an approach focused on the needs of people who have lived through sexism and sexual violence. It sets up assistance and support services in order to reduce its impacts.

The University recognizes that anyone living in a situation of sexism or violence against sexual character has the right to be heard with care, openness and empathy. When she presents their story in order to get help, support and protection, that person has the right to be heard without judgment and without his story being called into question. She is entitled to support and protection with fairness and confidentiality.

The University is committed to facilitating the disclosure of situations of sexism and violence to sexual character, in particular by minimizing the repetition of the testimony of the applicant or victim.

The University undertakes to offer, to the extent of its capabilities, services, resources and

accommodations adapted to the needs of each person experiencing a situation of sexism or violence of a sexual nature, taking into account the identity affiliations of this last.

The person living in a situation of sexism or sexual violence is not required to file a complaint to take advantage of the support, services or measures corresponding to their needs. This person can be accompanied throughout the various process by the person of their choice.

The University does not tolerate any reprisals, direct or indirect, against any person of its community involved in a process following a disclosure of sexism or sexual violence. The person at the source of these reprisals is exposed to sanctions.

1.3 Establish a culture of respect and consent

The University promotes a culture of respect and consent. Anyone who is a member of the university community helps to establish such a culture, making it possible to prevent and combat sexism and sexual violence.

As specified in the Code of Conduct (Annex I), the University considers that the consent between two people to have romantic or sexual relations is deemed flawed in the context of pedagogical or authority relations, regardless of the function or status of the person initiating said relationship.

2. Legal framework

Policy No. 16 aimed at preventing and combating sexism and gender-based violence sexual abuse does not limit the scope of regulations, other sexuality policies University or institutional agreements; nor the rights, responsibilities and obligations of the University; nor the power deriving from the University's employer status.

This policy is not intended to prevent or discourage any person from disclosing a situation of sexual violence to the police or to prevent any other recourse.

Policy No. 16 aimed at preventing and combating sexism and gender-based violence sexual is associated with the texts below:

- Quebec Charter of Human Rights and Freedoms;
- Criminal Code;
- Civil Code of Quebec;
- Labor Code;
- Law aimed at preventing and combating sexual violence in

- institutions of higher education;
- Act respecting labor standards;
- Act respecting occupational health and safety;
- Act respecting industrial accidents and occupational diseases;
- collective agreements and protocols establishing the working conditions of employees,
- University employees;
- University regulations and policies;
- Charter of rights and responsibilities of the students of the University.

2.1 Applicable collective agreements

The complaints handling process established by this policy does not replace time to recourse provided for in laws, collective agreements, protocols and regulations of the university. The choice of recourse is up to the complainant. Any recourse exercised under laws, collective agreements, work protocols, Charter of rights and freedoms of person, except those provided for in the Act respecting industrial accidents and diseases professionals and the Criminal Code, terminates the handling of the situation by the Bureau intervention and prevention in matters of harassment and leads to the closure of the file.

2.2 Relationship between the University and unions and associations within the university community

This policy recognizes and respects internal union procedures and associations and their primacy over this policy with regard to relations between officers, officers and representatives, representatives within the framework of their union functions or associative. This policy is not intended to replace the operating rules internal unions and associations. Any member of the university community can consult the Harassment Intervention and Prevention Office.

The University invites unions and associations to adopt a policy on sexism and violence of a sexual nature or to integrate this policy into their statutes to regulate the relations between officers, officers and representatives, representatives within the framework of their functions.

3. Definitions

3.1 University community

Anyone working or studying at UQAM.

3.2 Sexual consent

Voluntary, free, informed, clear and sustained consent of a person to participate in an activity sexual. Consent must be given voluntarily, i.e. it must be a free and informed choice. It must be clearly and personally expressed by each participant, participating in sexual activity, either verbally or non-verbally. In all cases, the consent is explicit and must be obtained at every stage of sexual activity.

There is no consent, or the consent is deemed to be flawed, particularly in cases following:

- the person is unable to state it (unconscious, intoxicated, etc.);
- the person expresses, by his words or his behavior, the lack of agreement to sexual activity;
- after having consented to the activity, the person manifests through his words or behavior, lack of agreement to further sexual activity;
- the person consents under the effect of fear, such as that of experiencing a form any kind of violence if she refuses;
- the person is in a pedagogical or authoritative relationship with respect to the other, or that a no one can reasonably believe that such an educational or authoritative relationship exists or could exist in the foreseeable future;
- consent results from an abuse of power.

3.3 Disclosure

Declaration of having lived, having been a witness or having been made aware of a situation sexism or sexual violence.

3.4 Investigation

Formal and structured process to determine the merits of a complaint.

3.5 Interviewer

External person appointed by the Intervention and Prevention Office for harassment and who investigates to determine the merits of a complaint.

3.6 Intervention

All the means offered and actions taken by the University to prevent or stop sexism and sexual violence.

3.7 Support measures

Support measures concerning the intervention and personal assistance process.

They are distinct but complementary to the provisional and accommodation measures.

They aim to assess the needs of the people concerned and the situation, as well as support in this process.

3.8 Accommodation measures

Specific measures aimed at protecting the persons concerned and limiting the impact of sexism and sexual violence in their studies, internship or work.

3.9 Interim measures

Specific measures of limited duration that can be put in place at the start or during the handling of the situation and aimed at ensuring the safety of the persons concerned and their protection against retaliation or threats of retaliation.

3.10 External partner

An external partner is a third party who participates or collaborates in university activities, particularly in terms of student internships, or which is in a pedagogical or authoritative relationship with students.

3.11 Person in a pedagogical or authoritative relationship

Person member of the university community who is responsible for teaching, evaluating, advise, supervise, recommend, hire or allocate resources to the person student or having an influence on his or her academic or professional development, or that the student has reasonable grounds to believe it.

3.12 Respondent

Person who is accused of behavior, words or attitudes of sexism or of sexual violence in a case submitted to the Intervention and Prevention Office in matters of harassment.

3.13 Requesting person

Any victim, witness or informed person who discloses a situation of sexism or sexual violence at the Office for Intervention and Prevention in bullying.

3.14 Complaint

Formal action against the person implicated under this policy.

3.15 Sexism

Discriminatory behavior, words or attitudes against women and minorities gender based on stereotypical beliefs about the difference between the sexes and genres.

In the context of this policy, heterosexism, be it behaviors, comments or discriminatory attitudes that perpetuate and reinforce heterosexual gender norms, is considered a form of sexism.

The following cases are, in particular, sexism or heterosexism:

- a person insulted, mistreated, ignored or excluded because of their gender identity or their alleged sexual orientation;
- comments that some people are not competent in their domain because they are women;
- misogynistic, homophobic, lesbophobic behavior, attitudes or words, transphobic, etc .;
- derogatory and suspicious remarks about men who take leave parent to take care of a newborn baby.

This definition of sexism and its prohibition in this policy are not intended effect of prohibiting rules, policies, programs or activities intended to improve the situation individuals or groups experiencing discrimination, in particular on the grounds of their sex or kind.

3.16 Trade unions and associations

In this policy, when reference is made to unions and associations, unions and associations of university employees, associations students recognized under Policy 32 on recognition of associations programming students, as well as student groups recognized under the Policy No. 51 on recognition of student groups.

3.17 Third parties directly linked to the University

Anyone external to the University who is in direct contact with it or with the activities of the people who work or study there.

These third parties include in particular, in a non-exhaustive manner:

- contractors, contractors;
- clients, clients;
- visitors;
- service providers;
- guests, guests;
- consultants;
- external partners.

3.18 Sexual violence

Unwanted or unwanted behavior, comments and attitudes of a sexual nature, with or without physical contact, including those exercised or expressed by a technological means, such as social media or other digital media. Sexual violence can occur manifest by a single gesture or be part of a continuum of manifestations and can understand manipulation, intimidation, blackmail, implicit or explicit threat, coercion or the use of force.

Sexual violence includes, in particular:

- the production or distribution of explicit and degrading sexual images or videos, without educational, research, creative or other legitimate public purposes;
- unwanted verbal advances or insistent proposals of a sexual nature;
- abusive and unwanted manifestation of romantic or sexual interest;
- comments, allusions, jokes, arrests or insults to sexual nature, in front of or in the absence of the person concerned;
- acts of voyeurism or exhibitionism;
- sexual (cyber) harassment;
- the production, possession or distribution of sexual images or videos of a no one without their consent;
- non-verbal advances, such as physical advances, touching, unwanted brushing, pinching, kissing;
- sexual assault or the threat of sexual assault;
- the imposition of unwanted sexual intimacy;
- promises of reward or threats of retaliation, implicit or explicit, linked to the satisfaction or non-satisfaction of a request of a sexual nature.

4. Scope

Policy No. 16 aimed at preventing and combating sexism and gender-based violence sexuality applies to the entire UQAM university community and to external partners in direct link with the University in the context of their relations with the members of this community.

It applies inside and outside the campus, including the interactions exercised or expressed through technological means, such as social media or other media digital. Thus, a social or welcoming activity organized by the University, a member of its staff, a leader, a leader, a sports organization or an association student, even if it takes place off campus, is covered by this Politics. The policy and its values also aim to protect students in within the framework of their approved internship activities, taking into account capacity limitations intervention by the University.

Likewise, a pedagogical or authoritative relationship is not limited to interactions on the campus.

5. Roles and responsibilities

5.1 Members of the university community

Anyone who is a member of the university community contributes to maintaining a culture of respect and consent within it and complies with this policy and its Code of Conduct (Annex 1).

Each member of the university community has the following responsibilities:

- familiarize yourself with this policy and its roles and responsibilities in virtue of the latter;
- participate in compulsory training activities on sexism and violence at sexual nature in accordance with the terms provided for by the University and this policy;
- support mechanisms for preventing and combating sexism and violence against sexual character during social events (parties, integration activities, general meetings, conferences, etc.);
- listen without judging and with respect, empathy and discretion to anyone who disclose information on the situation, to the extent of its ability;
- refer the person who made the disclosure to the Intervention and prevention of harassment so that she can obtain support, services, support measures and advice;
- with the consent of the victim, as far as possible, notify the informed persons or witnesses whom they can also report to the Bureau intervention and prevention in matters of harassment any manifestation of

sexism and violence of a sexual nature, committed or in the process of being;

- except in the situations mentioned in this policy, no information from confidential nature cannot be transmitted to anyone other than the person concerned. This does not exclude the possibility of seeking support for yourself at the Bureau intervention and prevention in matters of harassment.

5.2 People entering into agreements with external partners

Those responsible for concluding agreements with external partners ensure that the latter undertake by means of a specific clause in the agreements concluded with the University at:

- make the policy known to members of their staff who participate or collaborate in university activities or which have a pedagogical relationship or of authority with students;
- collaborate promptly, when the situation requires it, in the implementation of measures necessary to protect the health or safety of members of the University or, if applicable, whether or not to continue the path or training activities of the student.

The member of the university community responsible for academic activity (internships, courses, conferences, etc.) remains at all times responsible for ensuring that this policy is respected, taking into account the limits of the intervention capacities that allows him his status.

5.3 Representatives, representatives of a union, an association of persons employees, a student association or a student group

Representatives, representatives of a union of an association of employees, a recognized student association or a recognized student group within the meaning of the Policy No. 51 for the recognition of student groups.

They have the responsibilities of:

- participate in annual and compulsory training activities on sexism and sexual violence in accordance with the procedures provided for by the University and the this policy;
- promote prevention and awareness-raising activities;
- collaborate in particular with the Student Life Services and the Intervention Office and prevention of harassment in order to promote the application of the Policy No. 16 to prevent and combat sexism and violence against women sexual character;
- promote the application of Policy No. 16 aimed at preventing and combating sexism

- and sexual violence;
- ensure that social, reception or integration activities take place in the compliance with the provisions of this policy and other regulations, policies, procedures and directives of the University and not to tolerate any manifestation of sexism or sexual violence.

In addition, to the extent of the mandates of these groups, their representatives must :

- at the request of the person, ensure that support and advice is provided to the person who has experienced a situation of sexism and sexual violence and offer support;
- ensure that advice is provided to the witness or informed person and that support is offered to him;
- if necessary, to the extent of his abilities, offer support to the person implicated.

5.4 People in an educational or authoritative relationship

5.4.1 General roles or responsibilities

Anyone in an educational or authority relationship must comply with this policy, including the Code of Conduct. She does not establish romantic or sexual ties with a person student when exercising an educational or authoritative function with that person or when it is reasonable to believe that it will or could exercise such a function in the foreseeable future.

It must respectfully exercise its mandate without abusing its power. She can do call on the services of the Harassment Intervention and Prevention Office to receive assistance in identifying or managing a situation perceived to be of concern sexism or sexual violence.

It collaborates, if necessary, in the application of measures necessary to protect the rights of persons concerned.

She takes part in the compulsory annual training courses on sexism and violence of a nature. sexual in the manner provided by the University and this policy.

5.4.2 Specific roles or responsibilities

The members of the Management have the following responsibilities:

Rector, rector

The rector ensures that each vice-rector, vice-rector, dean, dean and Secretary General, Secretary General works to establish and maintain a culture of respect and consent to the University, in accordance with Policy No. 16 aimed at preventing and combat sexism and sexual violence and the Code of Conduct.

The rector must participate in the compulsory annual training activities according to the terms and conditions provided for by the University and this policy.

Vice-rectors, vice-rectors, deans, deans, secretary general, secretary general

- supervise, in their respective fields of authority, the application of this policy with the University community;
- ensure that this policy is easily accessible and disseminated;
- ensure that this policy is brought to the attention of each member of the staff and of each student, student upon admission and at the start of each term, in particular by offering the teaching staff an addition in this meaning to all lesson plans;
- make known the specialized resources available at the University, including the Office intervention and prevention in matters of harassment, with people working and studying there;
- participate in carrying out the mandate of the Intervention and Prevention Office by matters of harassment;

- ensure the application of the necessary provisional and accommodation measures under this policy;
- participate in compulsory annual training activities on sexism and sexual violence in accordance with the procedures provided for by the University and the this policy.

5.5 Harassment Intervention and Prevention Office

The Harassment Intervention and Prevention Office assumes the roles and following responsibilities:

- apply this policy;
- welcome, inform, support and advise any person requesting or questioning who addresses him;
- ensure the delivery of prevention and training activities to members of the academic community on sexism and sexual violence;
- receive disclosures and complaints and see to their handling;
- recommend to the competent authorities the implementation of measures accommodation and interim measures;

- refer, according to the needs of the people, to psychosocial resources, appropriate socio-legal or medical;
- establish a list of external persons qualified to carry out investigations and make it validate with the Standing Committee against sexism and violence of a nature sexual;
- ensure the visibility of Policy No. 16 aimed at preventing and combating sexism and sexual violence as well as support mechanisms and intervention made available to members of the university community;
- ensure that these support and intervention mechanisms are adequate and enough;
- ensure the implementation of the prevention programs and measures adopted by the Standing Committee against Sexism and Sexual Violence;
- collect data and produce an annual report;
- report annually to the Vice-Rector, to the Vice-Rector for Development human and organizational, to the Standing Committee against Sexism and Violence sexual character and on the Board of Directors;
- convene and chair any meeting of the Standing Committee against Sexism and sexual violence.

5.6 Specialized resources on sexism and sexual violence

The University offers specialized and trained resources in the field of sexism and violence of a sexual nature, assistance, support and care services in the short and medium term or direct those concerned to such resources.

5.7 Prevention and safety service

With regard to sexism and sexual violence, the Prevention and Security (SPS) is responsible for providing appropriate services and emergency services. the staff of the Prevention and Safety Department is responsible for following mandatory University training in order to welcome and work adequately with people victims of sexism and sexual violence. He may require that the staff of its subcontractors have received such training.

The services offered include:

- assist and intervene immediately, 24 hours a day, seven days a week, all days of the year, in an emergency situation on campus;
- assist victims who choose to report to the police;

- direct members of the university community to the Intervention Office and harassment prevention and other available resources;
- preventively support members of the university community who do not feel safe and wish to move around campus.

The Harassment Intervention and Prevention Office, the Service de la prevention and security and the Buildings Department are working together to set up infrastructure necessary for the development of a feeling of security on the campus.

5.8 Standing Committee against Sexism and Sexual Violence

5.8.1 Responsibilities

Established in order to put in place the means of prevention and monitoring necessary to ensure the university community an environment free from sexism and sexual violence, Standing Committee against Sexism and Sexual Violence ensures the following responsibilities:

- advise the Office of Intervention and Prevention in Harassment taking into account the needs and characteristics of the different groups in the university community;
- collaborate with the Office for Intervention and Prevention in Harassment the development of an annual prevention strategy that includes campaigns, communication plan, training activities, workshops, programs and events on a range of topics related to sexism and violence against women sexual character;
- propose the implementation of security measures, inspired by best practices in its annual strategy, including adjustments to infrastructure collaboration with the Buildings Department;
- approve the list of external persons authorized to carry out the proposed investigations by the Harassment Intervention and Prevention Office;
- work on the development of scales and criteria to guide the bodies of the University in making decisions relating to this policy;
- receive the annual report from the director, the director of the Intervention Office and prevention of harassment and propose any measure deemed appropriate,

both for the prevention and for the treatment of situations relating to sexism and sexual violence;

- proceed, in collaboration with the Intervention and Prevention Office in of harassment, to a triennial review of this policy. This approach make it possible to assess the application of the measures provided for in this policy, in particular prevention activities, support measures or support, consultations and services of the Intervention and Prevention Office in matters of harassment and the handling of complaints. The evaluation process

will lead to the updating and improvements of these measures, considering the needs of groups more vulnerable to sexism and sexual violence, such as indigenous women and sexual or gender minorities;

- make recommendations to the Board of Directors following this evaluation process.

5.8.2 Composition

The composition of the Standing Committee against Sexism and Sexual Violence is the next one :

- the director, the director of the Intervention and Prevention Office in harassment, or his or her representative, who chairs the Standing Committee against sexism and violence of a sexual nature or its agent;
- a person representing the professors and teachers of the language, designated by the Union of Professors of UQAM or its substitute;
- a person representing the lecturers, lecturers, appointed by the Union of Teaching Professors of UQAM or its substitute;
- a person representing the administrative and unionized support staff and the unionized student staff of the Sports Center, appointed by the Union of employees of UQAM or its substitute;
- a person representing the non-unionized staff, appointed by the Association of non-unionized employees of UQAM or its substitute;
- a person representing the managerial staff, appointed by the Association des cadres from UQAM or its substitute;
- a person representing the employed student staff, appointed by the Union students employed by UQAM or its substitute;
- a dean or her substitute;
- the Vice-Rector, the Vice-Rector for Human and Organizational Development or his, his agent;
- three people elected and representing the students of each cycle undergraduate, graduate and postgraduate studies or their substitutes;
- two people from more at-risk groups, for example, students, international students, people with disabilities and people from sexual or gender diversity or their substitutes;
- a representative of the Student Life Services or his or her substitute;
- a representative of the Teaching Personnel Department or his or her substitute;

- a representative, a representative of the Management and Support Personnel Department or his, his substitute.

The Standing Committee against Sexism and Sexual Violence may request the participation of any other person as an observer, observer if he deems it necessary. The Standing Committee against Sexism and Sexual Violence can set up subcommittees.

The quorum for the Standing Committee against sexism and violence of a nature sexuality must include as a minimum:

- the director, the director of the Intervention and Prevention Office in bullying;
- a representative, a representative of the directors;
- a representative, a representative of teachers and employees, employees;
- a representative, a representative of the students.

The mandate of the members of the Standing Committee against sexism and violence of a nature sexual intercourse is for one year.

6. Confidentiality

Only the information necessary for the application of the policy may be disclosed or communicated to the people whose involvement is required for this purpose.

Communication of information required during consultations and other services offered by the Harassment Intervention and Prevention Office, when dealing with disclosures and complaints is made in accordance with this policy and applicable laws and in order to ensure the safety of the persons concerned.

The Harassment Intervention and Prevention Office undertakes to deal with confidential reports of sexism and sexual violence. Like him must assess the situation with regard to its obligation to prevent and combat sexism and sexual violence in order to maintain a study or work environment security, he can take action or initiate an investigation without the consent of the applicant in the following circumstances:

- a person runs a risk of harm to himself or to an identified individual;
- members of the university or wider community are at risk of prejudice, particularly in the event of recurrence;
- the report or investigation is required by law.

Confidentiality will not be maintained when information must be disclosed, in particular in the following cases:

1. there is a risk to the life, health and safety of a person;
2. An investigation or disclosure of information is required by law.

The University cannot take any action, including through confidentiality agreements, to compel a person to remain silent for the sole purpose of not undermining the reputation of the University.

7. Accompanying person

The person requesting or implicated may be accompanied by a person of their choice (friend, friend, colleague, officer, union officer, etc.), hereinafter "accompanying person", to all stages of the procedures with the Intervention and Prevention Office in harassment and complaints process. The latter cannot act or speak on behalf of the person requesting or implicated. Statements, verbal and written, must come from directly from the person requesting or implicated. The accompanying person must commit to respecting the confidentiality of the process.

During the first contact, the Intervention and Prevention Office for harassment informs the requesting or questioning person of the possibility of being accompanied.

8. Prevention and awareness

8.1 Training

The University offers prevention activities and activities to all members of its community. awareness raising on sexism and sexual violence and on this policy. Other available training may focus on sexual consent, the role of witness activity and attitudes to adopt as a person receiving a disclosure of sexism or sexual violence.

In addition, all officers, officers, staff, members of the Board of directors, representatives of their associations and unions respective representatives and the representatives of the student associations must follow a compulsory annual training on sexism and sexual violence.

Students must complete mandatory training on sexism and sexual violence.

Training for people in an educational or authority relationship is offered for support in the specifics related to their roles and responsibilities.

The University also offers easily accessible resources and training to third parties. in line.

8.2 Rules surrounding social or hospitality activities

All social and hospitality activities organized by the University, a member of its staff, leader, manager, sports organization or student association must be planned and carried out ensuring that they are carried out in a healthy manner and

safe and in a way that prevents any act of sexism or sexual violence.
These activities must respect the regulations and policies of the University.

For all social and hospitality activities, the organizers must:

- mention this policy and include contact information for resources specialized in the communication tools used to distribute invitations to activities;
- have followed the compulsory training of the University on sexism and violence of a sexual nature and relating in particular to risk factors;
- assume the role of active witnesses and remain vigilant and sober throughout activity or delegate to one or more other persons the responsibility of assuming this role.

The University recommends that the person acting as an active witness has completed training on active witnesses offered by the Office of Intervention and Prevention in bullying.

8.3 Security measures

The prevention activities offered by the University are in particular juxtaposed with the following security:

- assistance and immediate intervention operations, 24 hours a day, seven days per week, every day of the year, by the Prevention and security;
- the analysis of physical spaces in order to determine the adjustments of infrastructures as well as the development of the spaces necessary to make them safe. For example, such adjustments may include increased lighting in some areas;
- an escort service;
- tools to communicate quickly with the SPS and qualified personnel of preventively or in case of emergency, such as the presence of red telephones emergency department spread across campus and a direct phone line.

All these measures are disseminated and brought to the attention of members of the university community.

9. Roles and responsibilities of the parties involved after a disclosure of sexism or sexual violence

9.1 Disclosure to a member of the University community

The University recognizes that a person usually discloses the existence of a

sexism or violence of a sexual nature to a person around them. Any member of the university community having received a disclosure can contact the Office harassment prevention and intervention to get help, support and informations.

Managers, managers, staff members, representatives, representatives of their respective associations and unions and the representatives of the associations students and recognized student groups receive mandatory reaction training caregivers in order to promote the reception of disclosures with dignity and compassion.

Any leader, officer, executive, member of the teaching staff or other, representative, representative of student associations, witness or informed of sexism or sexual violence must take reasonable steps, having regard to their status, to put an end to this situation. He must provide assistance as needed, within a maximum of seven days of knowledge. In addition, he must send the contact details of the Intervention Office and prevention of harassment to people disclosing the situation of sexism or sexual violence.

Anyone receiving a disclosure or witnessing or being informed of a situation relevant to of this policy is invited to request the support of the Intervention Office and prevention of harassment, without any other obligations than those provided for by law.

9.2 Disclosure to the Harassment Intervention and Prevention Office

Anyone who is a victim, witness or informed of a situation of sexism or violence against sexual character can meet, in a confidential manner, the Intervention and harassment prevention to get help and discuss the situation. This one provide information on available support, accessible services, treatment of the situation, the provisional measures or possible accommodations, which may be agreed with the person based on their needs and circumstances.

The deadlines for the reception, support and orientation of the applicant towards the appropriate resources are a maximum of seven days. This same time limit applies when a intervention is necessary to put in place accommodation measures, when required.

9.3 Disclosure to resources specializing in sexism and sexual violence

The worker, who deals with sexism and sexual violence, provides support and assistance to people who are victims, witnesses or informed of a situation of sexism or sexual violence. These resources may come from agreements between the University and independent resources, such as an Assault and Assault Assistance Center

sexual character (CALACS). This support and assistance is offered in confidence.

9.4 Disclosure to the Prevention and Safety Department

In an emergency situation on campus, such as the imminent or ongoing threat sexual violence, the Prevention and Security Service intervenes. All a witness or person informed of such a situation must contact an officer, an officer in person, at a reception desk, or by telephone by dialing 3131 from a the University or 514 987-3131 from any other phone. Anyone who is a victim, or

feeling victim, can also contact the Prevention and Security Service. In all cases, it intervenes as quickly as possible.

Mandatory training must be followed by all officers, all officers of the Service de la prevention and security.

9.5 Disclose online, anonymously or not

Anyone living in a situation of sexism or sexual violence, or being witness or informed can disclose a situation anonymously using the online form available on the website of the Office of Intervention and Prevention in bullying. The ability of the University to intervene in these cases depends on factors such as the accuracy of the information available.

10. Consultations and services of the Intervention and Prevention Office in bullying

Any member of the university community can consult the Intervention and confidentiality prevention of harassment.

Depending on the needs of the requesting person and at his request, he provides services reception, information, assistance, support or intervention. Benefit from services of the Harassment Intervention and Prevention Office does not prevent the filing a complaint nor obliging you to do so. These processes are separate actions that can be complementary.

10.1 Consultations

The Harassment Intervention and Prevention Office offers meetings without commitment to transmit the information sought, such as the rights and responsibilities of members of the university community, best practices or remedies

possible for the victim, witness or informed of an act of sexism or violence against sexual character. Following a request for information or the meeting, the person can, if she wishes, use the services of the Intervention and Prevention Office for bullying.

10.2 Services

When the Harassment Intervention and Prevention Office receives a complaint or a report, provisional measures, accommodation or any other intervention aimed at protecting data subjects are initiated within a maximum period of seven days after receipt of the request.

With a view to the full and effective implementation of the services or measures selected, the Harassment Intervention and Prevention Office communicates when necessary information relating to the situation only to those involved in the implementation of the desired interventions by limiting as much as possible the number of

these. Before the transmission of information, the requesting person is consulted and will know the identity of the persons informed.

The Harassment Intervention and Prevention Office offers, in particular, following services:

10.2.1 Accompaniment of the victim, witness or informed person

Support consists of welcoming, informing, equipping, advising or guiding according to the needs and priorities expressed by the requesting person, as well as assisting them in the process to be undertaken in order to put an end to a situation of sexism or violence against sexual character.

10.2.2 Provisional measures

Interim measures can be put in place at the initiation and during the treatment of the situation. They aim to ensure security and protect against retaliation or the threat of reprisals. These measures include, for example, the temporary exclusion from respondent of the campus or the imposition of restrictions on the role, privileges or the duties of that person, in accordance with the policies, regulations or collective agreements of the University. Taking into account the principles of confidentiality, only the people concerned by the implementation of provisional measures are contacted.

10.2.3 Accommodation measures

Accommodation measures aim to protect victims, witnesses or informed persons and to limit the impacts of a situation of sexism or sexual violence on their

studies, internship or work. They are established in collaboration with the Bureau intervention and prevention in matters of harassment according to the needs of the person concerned and the context. These accommodation measures may include postponing exam or assignments, schedule changes, course changes or reimbursement of tuition fees, distance work, reorganization of the joint work, etc. These accommodation measures involve various people in roles, multiple responsibilities and authorities exercising within the limits prescribed by the regulations of University and collective agreements, when applicable. Taking into account the principles of confidentiality, only the persons concerned by the implementation of the measures accommodation are requested.

10.2.4 Sensitization of the accused person

At the request of the victim, witness or informed person, the Intervention and harassment prevention meeting with the person implicated in a case, without a formal complaint being filed at this stage. This meeting aims to inform the person in question of the behaviors, words and attitudes which are reproached and to offer him support, if necessary.

During this process, the confidentiality of the requesting person and the victim is preserved.

10.2.5 Facilitation

Facilitation is a voluntary and confidential process allowing the person applicant or victim to inform the accused person that the behavior, comments or attitudes are sexist or are a manifestation of sexual violence. The requesting person or the victim may choose to contact the accused person. cause directly or indirectly, verbally or in writing, with the help of the Office intervention and prevention in matters of harassment.

10.2.6 Restorative justice approach

Restorative justice aims to redress the harm caused to the victim of sexism or sexual violence. This process requires that the person implicated acknowledge the acts complained of and its responsibility, and that it accepts measures of repair. The goal of this process is to help the victim move forward by reducing the impacts of sexism and sexual violence. The requesting person can ask to get in touch with the respondent directly or

indirectly, verbally or in writing.

If a commitment arises from the restorative justice process, it will be formalized within the framework of a written document. This process is not intended to substitute for, or to hinder, any remedies under the Criminal Code.

In the event of non-compliance with the terms of the engagement, the situation of sexism or violence sexual nature may be the subject of a complaint.

10.2.7 Intervention in the environment

Intervention in the environment can take the form of a training activity or awareness of sexism or sexual violence for a group or unit.

Also, the Harassment Intervention and Prevention Office advises people in an educational or authoritative relationship to support them in maintaining an environment studies and work free from sexism and sexual violence, in addition to providing training activities for this purpose.

11. Complaint

The victim, witness or informed person can file a complaint with the Bureau intervention and prevention in matters of harassment.

The time limit for processing complaints may not exceed 90 days from the date of their reception.

The information necessary for the application of the policy and compliance with obligations prescribed by law may be disclosed or communicated to persons whose involvement is required or prescribed.

11.1 Filing a complaint

The complaint lodged by a victim, witness or informed person must be presented in writing and must include an account, as detailed as possible, of the nature and circumstances of the acts denounced. The Harassment Intervention and Prevention Office asks, if necessary, details.

A complaint can be filed at any time.

11.2 Admissibility of the complaint

The determination of the admissibility of the complaint is a preliminary process carried out under the responsibility of the Harassment Intervention and Prevention Office which, at the need, can call on external expertise to carry it out. It aims to assess whether behaviors, words and attitudes reported, when taken as proven, constitute a or violations of this policy. The admissibility analysis is based solely on the testimony and evidence provided by the requesting person.

The Harassment Intervention and Prevention Office informs the person requesting the conclusions of the admissibility analysis within a maximum period of fifteen days.

A complaint deemed admissible does not mean that it is founded, the merits of the complaint are not determined that upon completion of an investigation.

11.3 Complaint deemed inadmissible

When a complaint is deemed inadmissible, the Intervention and Prevention Office in harassment meeting with the requester to inform them of the conclusion of the analysis admissibility and its reasons. The accused person is not informed of the complaint filed.

The Harassment Intervention and Prevention Office informs the person requesting other available remedies, in particular the request for review of the inadmissibility by the Harassment Intervention and Prevention Office, these in accordance with other University regulations and policies, collective agreements applicable, appeal to the protector, to the university protector, complaint to the police, civil remedies, complaint to professional orders, etc.

11.4 Appeal in the event of a finding of inadmissibility

Within 10 days of the transmission of the inadmissibility decision, the person applicant must, if it wishes to have this decision reviewed, send a reasoned request, by

written to the Harassment Intervention and Prevention Office. This one will transmit this request to an investigator, an external investigator who has not already judged admissibility of the complaint and who will have to assess the validity of the decision of inadmissibility and, if necessary, render the decision that should have been rendered.

If the answer is unfavorable, the requesting person will always be able to take advantage of the others. remedies available to it, as presented in article 11.3 of this policy.

11.5 Complaint deemed admissible

When the complaint is deemed admissible, the requesting person indicates whether they wish the Harassment Intervention and Prevention Office initiates an investigation.

If the requesting person or victim does not want the Intervention and prevention in matters of harassment continue an investigation, the University undertakes to respect this decision within the limits required to guarantee the safety of his community or by applicable laws. However, the University must assess the situation with regard to its obligation legal to ensure a safe learning and working environment in order to prevent and to put an end to situations of sexual violence. Thus, the University can exceptionally initiate an investigation without the victim's consent if they may reasonably believe that an individual or their academic community is at risk serious harm. In these cases, the victim is informed and has the right not to participate in the investigation, but is kept informed of the progress and results of the investigation if it wish.

11.6 Investigation process

The survey is a structured process aimed at obtaining from applicants, accused persons and witnesses, relevant information on the behaviors, words or attitudes reported to draw conclusions that will shed light on university and enable it to make the fair and appropriate decisions.

When an investigation is undertaken, the Office of Intervention and Prevention in harassment as soon as possible instructs an investigator, an external investigator making part of the list of investigators, external investigators approved by the Standing Committee against sexism and sexual violence.

At the start of the investigation, the accused person is met and informed of the content of the complaint. A copy of the description of the behavior, attitudes and remarks complained of is given to him. The Harassment Intervention and Prevention Office informs, at each stage, the requesting person and the victim of the progress of the investigation.

Taking into account the principles of confidentiality, the persons participating in the survey will sign a confidentiality agreement.

When interim or accommodation measures are recommended, the Bureau intervention and prevention in matters of harassment communicates information according to the terms set out in article 10.2 of this policy.

In cases where there is communication of information, a note will be sent at the same time to the union of the accused person, with the written consent of the latter, or to the association student or employees, employees representing the accused person, with the agreement written of the latter. This note will not contain the description of the behaviors, remarks or

attitudes reproached. In all cases, the information relating to the requesting person is anonymized, unless that person decides otherwise and agrees with the Harassment Intervention and Prevention Office. This procedure aims to ensure a certain level of confidentiality when information is communicated to this stage of the investigation. The Harassment Intervention and Prevention Office indicates to the requesting person or victim and to the accused person the identity of the informed people.

During the processing of the complaint, if the link between the accused person and the University terminates and the accused person is no longer associated with the University or present on the campus, the formal complaint process provided for in this policy may be suspended or maintained according to the seriousness of the behaviors, comments and attitudes reported or the desire of the requesting person. The temporary leave of the accused person the University or the temporary termination of its link to it does not prevent the resumption of formal process when the leave ends or the connection between the University and the person in question is reinstated.

11.7 Investigation report

The investigator transmits to the Intervention and Prevention Office in matters of harassment an anonymized confidential investigation report, i.e. its analysis and conclusions, find out if one or more acts of sexism or sexual violence have been committed. This document is then presented to the requesting person if it is the victim.

The document is also sent to the accused person. The people concerned through the decision-making process and the application of a sanction, if applicable, as well as unions representing the parties involved with the written agreement of the latter, will receive also a copy of this document, within seven days.

Upon receipt of the investigation report, the University must take the appropriate actions to follow up.

11.7.1 Complaint deemed founded

When a complaint is deemed to be well-founded, the Office for Intervention and Prevention in harassment meets with the parties separately to inform them of the conclusions of the investigation. He can also discuss possible interventions that can help restore a student climate. and healthy work, taking into account the limits of its interventions given its role.

11.7.2 Complaint deemed unfounded

A complaint is deemed to be unfounded when the investigation has failed to confirm that the behaviors, words and attitudes reported by the requesting person are proven or that they constitute an offense within the meaning of this policy. However, this conclusion

does not exclude the possibility that the behaviors, words and attitudes reported may have actually taken place or that any harm has been done.

When the complaint is found to be unfounded under this policy, the Bureau intervention and prevention in matters of harassment informs the requester of the other available remedies, including those under other University policies, applicable collective agreements, appeal to the protector, to the university protector, complaint to the police, civil remedies, complaints to professional orders, etc.

The Harassment Intervention and Prevention Office also meets with the parties separately to discuss possible interventions that may contribute to recovery a healthy study and work climate, taking into account the limits of its interventions, taking into account given its role.

11.7.3 Decision review process following the investigation

11.7.3.1 New fact

Within 10 days of the transmission of the investigation report, the requesting person or the accused person can request a review from the Intervention and prevention of harassment by sending a reasoned request in writing, when a new fact is discovered which, if it had been known in good time, could have justified a different decision.

Upon receipt of the review request, the Intervention and Prevention Office in of harassment transmits these new facts to the investigator who carried out the investigation. This person will determine whether the investigation should be reopened or whether its conclusions should be modified.

11.7.3.2 Substantive defect

Within 10 days of the transmission of the investigation report, the requesting person or the accused person can request a review from the Intervention and prevention of harassment by sending a reasoned request in writing, when the decision is vitiated by a substantive flaw such as to invalidate the decision.

An ad hoc committee, made up of the management of the Intervention and Prevention Office in of harassment, an investigator, an external investigator who did not analyze the admissibility of the complaint or the complaint itself, as well as an external person specializing in sexism and sexual violence, is responsible for assessing the admissibility of the request revision. This committee is appointed by the Standing Committee. Members of the ad hoc committee are held to the strictest confidentiality. The Standing Committee also appoints substitute members.

When the members of the ad hoc committee are of the opinion, by majority, that the decision appears, in the even in the face of the grounds for review stated by the applicant or the accused person, tainted with a substantive flaw such as to invalidate the decision, this committee asks the investigator, investigator who carried out the original investigation to reconsider whether his findings should be

amended in the light of the reasons given. The ad hoc committee has 10 days to make its decision.

The accommodation measures are maintained despite the request for review.

If the review of the decision following the investigation is refused, the Intervention and prevention of harassment informs the requester of other remedies available, especially those under other University policies, conventions applicable collective, appeal to the protector, to the university protector, complaint to the police, civil remedies, complaints to professional orders, etc.

11.8 Deadlines

Failure to meet the deadlines mentioned in the policy does not constitute a defect in form or substantive and does not result in the automatic rejection of a complaint or report.

11.9 Decision-making process and application of a sanction or corrective measures

When a complaint of sexism or sexual violence is found to be founded, the University take measures to avoid a repetition of the situation and to ensure the safety of the applicant and the academic community.

When there is a violation of this policy and the Code of Conduct (Annex I), the penalties are determined on the basis of certain factors, in particular as to the nature of the behaviors, words or attitudes, their seriousness and whether they are repetitive or not, their impact, recidivism and the existence of an educational or authoritative relationship.

Anyone who violates this policy is liable to sanctions according to the framework applicable normative and its status. The list below shows examples of sanctions to be with regard to a student at fault:

- formal reprimand in the file, which may go as far as expulsion from the University;
- placement on probation;
- suspension of enrollment for one or more terms;
- exclusion from the study program or internship environment;
- modification of the educational path, including internships;
- prohibition to use academic or administrative services of the University;
- suspension of all activities at the University;
- ban on access to the entire campus.

The list below presents examples of sanctions against an employee. faulty:

- administrative or disciplinary measure either verbal or written notice, suspension with or without pay, dismissal;
- prohibition to use academic or administrative services of the University;

- ban on access to the entire campus.

In addition to sanctions, individual corrective measures such as the following could be imposed:

- a letter of apology written by the respondent;
- the participation of the accused person in awareness-raising sessions on sexism or sexual violence;
- modification of the applicant's educational path, including internships;
- the prohibition for the accused person to come into contact with the person applicant;
- the prohibition or limitation of access to campuses or University services at the person implicated.

In the event of non-compliance with the sanctions administered, the University may impose other sanctions. In the event of a repeat offense, more severe penalties could be applied.

Depending on the status of the accused person, the following persons, following the receipt of anonymized conclusions, are responsible for following up on the investigation report and to apply the sanctions, if necessary:

- the president, the president of the board of directors with regard to the rector, the rector;
- the rector, the rector with regard to a vice-rector, a vice-rector, the secretary general, the secretary general or a dean, a dean;
- the rector, the rector, the vice-rector, the vice-rector, the dean, the dean concerned or the Secretary General, the Secretary General in respect of a manager who reports directly or hierarchically from her, from him;
- the director, the director of the Teaching Personnel Department with regard to a teacher, a teacher, a language teacher or a lecturer, a lecturer;
- the director, the director of the management and support personnel department and the superior immediate, the immediate superior with regard to an employee, an employee;
- the Vice-Rector, the Vice-Rector for Academic Life with regard to students, students.

11.10 Prohibition of reprisals

No retaliation or threats of retaliation are tolerated against anyone who has consulted the Harassment Intervention and Prevention Office, having obtained services or having contributed to this service offer by having filed a complaint or having been involved in the handling of a complaint. All forms of intimidation, whether in person, on social networks or otherwise, in relation to the fact of having recourse to the protections

provided for in this policy, are not tolerated.

The University will take the necessary measures, including any appropriate disciplinary procedure under the applicable regulations, against any person who has committed or attempted to commit an act of retaliation or intimidation.

12. Annual Report

The Harassment Intervention and Prevention Office reports on the application of its policy in its annual report or in any other document determined by the minister responsible for higher education. The report is then submitted to the Council administration, then sent to the Ministry and made public.

The annual report contains information relating to:

- the prevention and awareness-raising measures put in place, including training activities offered to students;
- training activities followed by management, executives, members of the staff and representatives, representatives of student associations;
- the security measures put in place;
- the number of disclosures and complaints received and their processing time;
- the interventions carried out and the nature of the sanctions applied;
- the consultation process of the university community interviewed in the development or modification of this policy, as the case may be;
- the results of the policy review, which review will have made it possible to assess the application of the measures provided for in this policy, if applicable;
- any other element determined by the minister responsible for education higher or the University Board of Trustees.

13. Policy review

A review of this policy is carried out at least every three years by the Committee. standing against sexism and sexual violence. This revision includes a evaluation of the effectiveness of the actions, approaches and process established in this Politics.

The revised policy, if necessary, should be submitted to the Board of Directors for adoption.

Annex 1**Code of conduct regarding intimate relationships such as love or sexual relations between students and staff members with a pedagogical report or of authority****1. Preambles and principles**

One of the University's missions is to increase accessibility to university training. That translates into a collective responsibility to promote the educational path and professional student.

Each member of the university community has an obligation to respect the dignity and rights, such as the physical and moral integrity of other members of this community. As such, neither the University or any of its members must not adopt or condone any behavior, attitude or language harmful to the culture of respect and consent.

All members of the university community can reasonably expect continue their work, their studies and all other activities related to university life by safety and in a culture of respect and consent.

No form of discrimination, intimidation, sexism or sexual violence is not tolerated within the university community.

This code of conduct is part of a series of initiatives aimed at promoting a healthy and respectful study and work climate favoring the acquisition of knowledge, academic success and professional development. It serves the purposes of awareness, prevention and intervention.

Therefore, it is necessary to supervise the intimate bonds such as lovers or sexual between the

students and staff members with a pedagogical relationship or authority with them.

This helps to avoid any situation that could affect the impartiality required in the relationship. educational or authoritative, to undermine the integrity of the professional relationship, to undermine trust, to encourage favoritism, prejudice, abuse of power or violence against sexual character. In the context of an educational or authoritative relationship, and as mentioned in the definition of sexual consent, consent is deemed flawed.

A person in an educational or authoritative relationship is a member of the university community responsible for teaching, evaluating, advising, supervising, recommend, hire or allocate resources to the student and having a influence on their university or professional development, or that one of the two people may reasonably believe that such an educational or authority relationship exists or could exist for the foreseeable future.

With this policy, the University wants to fight and prevent sexism and violence against sexual character within it. Through it, it complies with the requirements of the Act to prevent and combat sexual violence in institutions higher education by including a code of conduct aimed at intimate ties such as

that amorous or sexual between a student and a member of the staff of the university having a pedagogical or authoritative relationship with the latter.

2. Responsibility specific to members of the university community with a pedagogical or authority relationship with students

Anyone studying at the University has the right to expect that those with which she comes into contact with contribute positively to her intellectual development or professional. These legitimate expectations are at the heart of the University's mission. Each no one should contribute to the preservation of the integrity of this mission.

All members of the university community must recognize the impacts of their relationship pedagogical or authoritative with the students. All community members academics work to establish and maintain a culture of respect and consent.

Considering the power inequality of their relationship, the person in educational relationship or authority has a duty to act in the best interest of the student. A person in pedagogical or authoritative relationship cannot, by using the advantages of its position, place in a position to obtain or accept a favor.

3. Rules

Therefore, each person with an educational or authoritative relationship to a

student person:

- 1) must comply with this Code of Conduct as well as Policy No. 16 aimed at preventing and to combat sexism and sexual violence;
- 2) must respect the dignity and rights of any other member of this community university, in particular their right to physical and moral integrity and to contribute to the culture of respect and consent;
- 3) must not adopt or admit behavior that would be detrimental to the safe environment and respectful of the University;
- 4) must not have discriminatory behavior or attitudes, or make statements of such nature. Acts of sexism or violence of a sexual nature are prohibited;
- 5) The University prohibits any member of the university community having a relationship pedagogical or authoritative with a student to have an intimate bond such that in love or sexual with it, it does not matter who initiates the bond. The University recognizes that a person with a pedagogical or authoritative relationship within the University is not necessarily in an educational or authoritative relationship with a person student. In these cases, the romantic or sexual relationship is not prohibited. He is possible to consult the BIPH in the event of questions on the existence or not of a educational or authority relationship between two people;
- 6) in the event of intimate ties such as lovers or sexual relations existing before the start of the pedagogical or authoritative relationship or if such links are created, this relationship must be declared. Measures must be put in place to preserve objectivity and the impartiality required so as not to interfere with the student's progress. The persons to whom the declaration must be made and who must ensure the implementation of measures are:

- the president, the president of the board of directors with regard to the rector, the rector;
- the rector, the rector with regard to a vice-rector, a vice-rector, the secretary general, the secretary general or a dean, a dean;
- the rector, the vice-rector, the vice-rector concerned or the secretary general, the secretary general with regard to a manager who reports directly or hierarchically from her, from him;
- the director, the director of the Teaching Personnel Department with regard to a teacher, a language teacher or a lecturer, a lecturer;
- the director, the director of the management and support personnel department and the superior immediate supervisor with regard to an employee, an employee.

In such a case, the pedagogical or authoritative relationship with the person must be terminated. student. In the event that the pedagogical relationship cannot be terminated or authority without significantly compromising the academic development of the student, accommodation measures should be taken as best as possible interest of the student, according to the regulations, policies or procedures in force at the University. The person in a pedagogical or authoritative relationship must collaborate

the application of accommodation measures;

- 7) when intimate ties such as romantic or sexual with a student have terminated before the start of the pedagogical or authority relationship, the person with educational or authority relationship is always responsible for ensuring that its choices personnel have no negative impact on the student's progress and respect the values of fairness towards the rest of the university community. These links must be declared in the same way as indicated in clause 3 (6) of this Code if they are likely to have a significant impact;
- 8) the obligation to declare the intimate bond as romantic or sexual, whether it is current, or completed if it is still likely to have a significant impact, returns to the person in pedagogical or authority relationship.

Policy # 28

Policy on interethnic relations

Responsible: Vice-rectorate for human and organizational development

This policy is intended for the entire UQAM community.

The text you are viewing is an administrative codification of UQAM's policies. Their official version is contained in the resolutions adopted by the Board of Directors. The version you are viewing is the one in effect in April 2020.

Adopted October 17, 1995: resolution 95-A-9696

AMENDMENTS

2011-A-15037

2015-A-16761

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1. **Statement of Principles**

Policy No. 28 on Interethnic Relations is based on the following principles:

- all human beings are equal in worth and dignity and have the right to equal protection, whatever their origin, the color of their skin, their religion, their culture, ethnicity, etc .;
- the University fully adheres to the document of the Government of Quebec entitled Quebec policy statement on immigration and integration (1990) and made the principle of integration as a regulating principle of interethnic relations and intercultural, namely:
 - “the sharing of French as a common language of public life in the Quebec society;

- the right and the duty of all citizens, whatever their origin, to participate and contribute fully to economic, social and cultural life and Quebec politics;
 - the commitment to build together a pluralist Quebec where citizens of all origins will be able to identify and be recognized as Quebecers apart whole. "
- the University is, through the will of the legislator, its community and its authorities, a public, francophone and secular university;
 - the University aims to serve the entire population of Quebec;
 - the University is accessible to anyone who, accepting the mission and objectives as well that the policies and regulations of the establishment, meet the admission requirements study programs or hiring criteria, without original meaning, skin color, religion, culture, ethnicity, etc .;

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- the University considers that harmonious relations between people of ethnic origins, religious and cultural differences are necessary for the pursuit of University and the success of teaching, research, creation and community service;
- the University condemns and declares incompatible with university life any conduct racist, discriminatory or which constitutes racial harassment on grounds of origin, skin color, religion, culture, ethnicity, etc .;
- the University condemns and declares incompatible with university life and respect for human rights any harassment, any denial of rights, any violence based on on religious or other beliefs or prescriptions.

2. Legal framework

- Canadian Charter of Rights and Freedoms;
- Quebec Charter of Human Rights and Freedoms;
- University regulations;
- University policies;
- Collective agreements and protocols establishing the working conditions in force;
- Employment equity program.

This policy does not limit the scope of the regulations or other policies or the power deriving from the University's status as an employer.

3. Goals

In general, the University wishes to denounce, through this policy, the behavior racist and condemn and combat direct or systemic discrimination as well as harassment based on ethnicity, skin color, religion, culture or affiliation ethnic.

More specifically, the University wants by this policy:

- ensure harmonious relations in the university community between the people regardless of their origins, skin color, religion, culture or ethnicity;
- promote the integration into Quebec society of people who have chosen to come and live there and actively contribute to this integration;
- recognize that each member of his university community has the right to pursue his activities free from any form of racism or racial discrimination or harassment and the right to be protected and defended against such conduct or actions;

- engage each member of their university community to actively promote the right to equal rights of all persons, notwithstanding differences of origin, skin color, religion, culture, ethnicity, etc .;
- protect the physical and psychological integrity as well as the dignity of persons likely to be victims of direct or systemic discrimination or harassment racial by preventing, punishing and redressing the situation created by the discrimination or harassment.

4. Scope

The Policy on Interethnic Relations applies to all people who work at the University, the academic or administrative units of the University, as well as students, students who continue their studies there.

5. Definitions

For the purposes of this policy, the following definitions apply:

5.1 Discrimination

Everyone has the right to the recognition and exercise, in full equality, of the rights and freedoms, without distinction, exclusion or preference based on the color of the skin, language, ethnic or national origin. There is discrimination when such a distinction, exclusion or preference has the effect of destroying or impairing this right.

5.2 Harassment

Harassment is conduct that manifests itself, among other things, in words, actions or repeated gestures of a vexatious or contemptuous nature, towards a person or a group of people because of skin color, ethnic or national origin, religion or language.

Harassment is characterized by two essential elements:

- it is unacceptable to the person who is the object given its vexatious nature and contemptuous;
- the behavior is repeated over time, thus aggravating its negative effects for the victim.

Harassment can have the effect of undermining the dignity, physical integrity and psychological effects of the harassed person or lead to working conditions or unfavorable studies.

6. Vector Illustrations

The following behaviors, among others, are considered discriminatory or harassing:

- 6.1 Remarks, comments, allusions, jokes, insults denigrating a person in because of his origin, the color of his skin, his religion, his culture, his ethnicity, etc.
- 6.2 Denial of rights or advantages to a person, because of his origin, the color of their skin, religion, culture, ethnicity, etc.
- 6.3 Reprisals or threats of reprisals against a person, because of their origin, color of skin, religion, culture, ethnicity, etc.
- 6.4 In general, any offensive conduct towards a person or any denial of right or advantages to a person based on origin, skin color, religion, culture, ethnicity, etc., of that person.

7. Functional structure

7.1 Participate in the application of this policy

All members of the University community and all groups within that community.

Academic units and administrative services.

The Institutional Committee on Interethnic Relations, whose composition and mandate are defined in article 7.4 below.

The Vice-Rector, the Vice-Rector for Human and Organizational Development who ensures the overall application of this policy.

7.2 Members of the University Community and Groups

Any member of the University community and groups within this community must:

- actively promote the equal rights of all people notwithstanding the differences in skin color, religion, ethnic or national origin;
- accept, in particular upon admission to a study program at the University or hiring at the University, the public, French-speaking and secular character of the establishment and the obligations attached to it;
- in accordance with UQAM's mission and objectives, regulations and policies, do not not to invoke its ethnic origins or religious convictions to derogate from or shirk their obligations as an employee, employee or student, student. All reasonable accommodation must be agreed in advance with the supervisor immediate supervisor, in the case of a staff member, or with pedagogical managers, in the case of a student, a student.

7.3 Academic units and administrative services

Academic units and administrative services:

- are inspired by the specific recommendations proposed by the Group's report institution for reflection on interethnic relations at UQAM (October 1993);
- integrate into all existing policies, as well as regulations and procedures, when required, anti-discrimination clauses and measures preventing systemic discrimination;

- encourage the participation of all members of the university community in various instances, regardless of skin color, religion, ethnic origin or national;
- assess the quality of their services to students, students belonging to ethnic, cultural or religious minorities within the framework of policies evaluation of academic activities or of the service evaluation procedure;
- apply, in view of the responsibilities assigned to them, the various measures enrolled in the employment equity program;
- collaborate with the bodies and departments responsible for raising awareness among members from the university community to ethnic and cultural diversity.

7.4 Institutional Committee on Interethnic Relations

7.4.1 Appointment of members

The following are ex officio members of the Institutional Committee on Interethnic Relations:

- the Vice-Rector, the Vice-Rector for Human and Organizational Development, or the person whom it designates for this purpose, who presides over it;
- the Vice-Rector, the Vice-Rector for Academic Life or his representative, his representing;
- the Secretary General, the Secretary General or his representative, his representative.

On the recommendation of the rector, the Board of Directors appoints, for a two-year renewable term of office, the members identified below:

- a professor, on the proposal of the Teachers' Union and professors from UQAM (SPUQ);
- a lecturer, a lecturer, on the proposal of the Syndicate of lecturers at UQAM (SCCUQ);
- a support employee, a support employee, on the proposal of the Union of employees, employees of UQAM (SEUQAM);
- an employee, on the proposal of the Association of employees, employees non-union members of UQAM (AENSUQAM);

- one, one executive, on the proposal of the Association des cadres de l'UQAM (ACUQAM);
- three undergraduate students and one student, one graduate student superiors proposed by the Student Life Committee, in consultation with the faculty student associations;
- one, a socio-economic member of the Board of Directors.

By appointing members of the Committee, the Board of Directors will ensure that between a quarter and a half of the members come from visible minorities.

7.4.2 Mandate

The Institutional Committee on Interethnic Relations has the following mandate:

- (1) to generally ensure the application of this policy, to suggest to the need the modification to the Board of Directors, and to evaluate it during the fourth year following its adoption;
- (2) to recommend to authorities, academic units and administrative services, and to University officials any action likely to promote harmony between interethnic relations in the university community, including means appropriate training, information and community awareness academic against racism and racial discrimination and harassment;
- (3) to submit to the Studies Committee and the Board of Directors, through of the Vice-Rector, of the Vice-Rector for Human and Organizational Development a annual activity report.

7.5 Recourse mechanisms

- 7.5.1 Staff members who believe they are victims of discriminatory conduct or denial of rights on grounds of origin, skin color, religion, culture, ethnicity, can lodge a complaint with the personnel department concerned. The complaint is handled in light of the laws and regulations in force, this policy and the applicable collective agreement or labor protocol.
- 7.5.2 Students who consider themselves victims of discriminatory behavior or denial of law for reasons of origin, skin color, religion, culture, belonging ethnic, can file a complaint with the protector, the university protector. The complaint is handled in the light of the laws and regulations in force and of this Politics.
- 7.5.3 The Institutional Committee on Interethnic Relations is informed once a year complaints received and follow-up given.

Policy # 42

Policy on respect for people, prevention and harassment intervention

Responsible: Vice-rectorate for human and organizational development

This policy is intended for the entire UQAM community

The text you are viewing is an administrative codification of UQAM's policies. Their official version is contained in the resolutions adopted by the Council administration. The version you are viewing is the one in effect in April 2020.

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1. Statement of Principles

The University recognizes all members of the university community the right to be treated with dignity, fairness and mutual respect.

All of them are susceptible to harassment. The University recognizes that the most of the harassment is directed at certain groups. These include women, more particularly when their experience lies at the intersection of several forms of discrimination, against people from sexual minorities or from gender, racialized or racialized communities, Aboriginal communities, students, international students, as well as people with disabilities. The University therefore undertakes to take their specific needs into account.

The University considers mutual respect, equality, listening and mutual aid as important values that promote personal growth as well as the establishment of harmonious relationships between people and between groups, which allow the establishment of a healthy environment conducive to the individual or collective achievement of its university mission.

The University believes that the collaboration of each person and each group of the university community is essential to foster the creation of such an environment and, in this sense, it relies on the contribution of each person.

The University considers that any form of harassment undermines dignity and integrity physical or psychological of a person.

The University recognizes its responsibility to ensure a work and study environment free of any form of harassment and ensures that no form of harassment is tolerated, whatever the source.

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1.1 Priority to prevention

The University is aware that situations of harassment or that could lead to harassment results from the interplay of individual, social and workplace factors work and study. In view of these factors, the University believes that prevention is the best way to ensure an environment free from any manifestation of harassment and thus gives priority to prevention.

The University sees to the implementation of preventive measures, means and actions focused on resolving situations of harassment or potentially leading to harassment.

1.2 Resolution of situations of harassment or that could lead to bullying

The University is committed to countering harassment and promotes a free and voluntary approach for resolving situations of harassment or that may lead to harassment.

The University promotes the resolution of problems as quickly as possible, amicably and discreetly by the people concerned, involving as few people possible.

Anyone involved in a situation that amounts to harassment or that could lead to harassment must work together to find solutions.

1.3 Fair treatment

The University sees to the establishment of mechanisms allowing to deal with diligence situations of harassment and based on principles of fairness, in particular the law of the person to be heard, to be treated impartially and to be accompanied a person of their choice, including their union representative, their representative union or association.

The University does not tolerate any reprisals, direct or indirect, against any person availing himself of the policy or being called upon to participate in the treatment of a situation. The no one at the source of these reprisals is exposed to sanctions.

The good faith of any person concerned (applicant, complainant, accused person, witness) associated with one of the steps taken in the framework of this policy is presumed. This policy should not be used in such a way abusive or with the intention of harming or misleading.

2. Legal framework

The policy does not limit the scope of regulations, other policies University or interinstitutional agreements; nor the rights, responsibilities and obligations of the University; nor the power deriving from the University's employer status.

The policy is not intended to prevent or discourage a person from disclosing a situation of harassment to the police or to prevent any other recourse.

The policy fits into the following legal framework:

- Quebec Charter of Human Rights and Freedoms;
- Criminal Code;
- Civil Code of Quebec;
- Labor Code;

- Act respecting labor standards;
- Act respecting occupational health and safety;
- Act respecting industrial accidents and occupational diseases;
- University regulations and policies;
- Charter of rights and responsibilities of the students of the University;
- Collective agreements and protocols establishing the working conditions of employees, employees of the University.

2.1 Relationship between the University and unions and associations within the university community

The policy recognizes and respects the internal procedures of unions and associations and their primacy over politics when it comes to people-to-people relationships officers and representatives within the framework of their union functions or associative. The policy is not intended to replace internal operating rules unions and associations. Any member of the university community can consult the Harassment Intervention and Prevention Office (BIPH).

The University invites unions and associations to adopt a policy on harassment or to integrate the policy into their statutes, with the necessary adaptations, to supervise the relations between the officers and those representing in the part of their duties.

3. Scope

The policy applies to the entire university community and to external partners in direct contact with the University in the context of their relations with the members of this community.

It applies inside and outside the campus, including the interactions between or expressed through technological means, such as social media or other digital media. The policy also targets students within the framework of their approved off-campus learning activities such as internships, taking into account the limits of the University's intervention capacities.

Likewise, a pedagogical or authoritative relationship is not limited to interactions on the campus.

Situations of sexism or sexual violence fall under the application of Policy No. 16 aimed at preventing and combating sexism and violence of a nature Sexuality (hereinafter "Policy No. 16").

4. Definitions

4.1 University community

Anyone working or studying at the University.

4.2 Approach

All the means falling under the policy to which are added, where appropriate, those suggested or requested by a requesting or complaining person.

4.3 Investigation

Formal and structured process to determine the merits of a complaint.

4.4 Interviewer

External person appointed by the Intervention and Prevention Office for harassment and who investigates to determine the merits of a complaint.

4.5 Harassment

"Harassment" includes in particular: psychological harassment, harassment discriminatory and sexual harassment.

Psychological harassment is vexatious behavior manifested by behaviors, words, writings, actions or repeated gestures that are hostile or unwanted, hurtful or offensive from one person to another and having the effect to undermine the dignity or psychological or physical integrity of a person and may result in a harmful work or study environment for it. These conduits Vexatious can be done by one person or by a group of people.

Discriminatory harassment is linked to one or other of the grounds on which it is legally prohibited from discriminating (sex, gender identity or expression, pregnancy, sexual orientation, marital status, age, religion, political beliefs, language, ethnic or national origin, race, color, social condition, disability or the use of a means to overcome this handicap) or a similar reason.

Vexatious conduct can be manifested in words, writings, deeds or gestures of a sexual nature. The person who reports, witnesses or is informed of a situation of sexual harassment, sexism or sexual violence is invited to refer to Policy No. 16 aimed at preventing and combating sexism and violence of a sexual nature.

A single serious conduct can also constitute harassment if it carries such harm and has a continuing harmful effect on that person.

4.6 Intervention

All the means offered and actions taken by the University to prevent or stop harassment.

4.7 Mediator, mediator

Person appointed by the Intervention and Prevention Office for harassment to complete the mediation process.

4.8 Accommodation measures

Specific measures to protect the people concerned and limit the impacts harassment on their work, their studies, their internship.

4.9 Interim measures

Specific measures of limited duration that can be put in place at the start or during the handling of the situation, and aimed at ensuring the safety of the persons concerned as well as their protection against retaliation or threats of retaliation.

4.10 External partner

Third parties who participate or collaborate in university activities, in particular with regard to student internships, or who has an educational or authoritative relationship with people students.

4.11 Accompanying person

Person (friend, friend, colleague, union officer, union officer, etc.) accompanying the person requesting or implicated at all stages of the procedures with the Harassment Intervention and Prevention Office and the Harassment Process complaint.

The latter cannot act or speak on behalf of the requesting or implicated person. Statements, verbal and written, must come directly from the person applicant or implicated. The accompanying person must undertake to respect confidentiality of the process.

4.12 Person in a pedagogical or authoritative relationship

Person member of the university community who is responsible for teaching, evaluating, advising, supervising, recommending, hiring or allocating resources, or having a influence on the academic or professional development of the employee or of the student, or that the student has reasonable grounds to believe it.

4.13 Respondent

Person who is accused of behavior, words or attitudes perceived as

harassment or as potentially leading to harassment in a case submitted to the Harassment Intervention and Prevention Office.

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4.14 Complainant

Person who, having used other procedures or not, lodges a formal complaint of bullying.

4.15 Requesting person

Person who requires the services of the Intervention and Prevention Office in of harassment concerning a situation perceived as harassment or as that can lead to harassment. It can be just as much the person who considers be harassed by a witness or a person who wishes to obtain support in the management of such a situation.

4.16 Complaint

Formal action against the person implicated under the policy.

4.17 Situation that could lead to harassment

Problematic situation that involves dignity or physical or psychological integrity of a person and which is likely to degenerate into harassment. It is particularly, but not exclusively, the abuse of power or authority, conflict and incivility. To prevent such a situation from escalating, it must be resolved constructively, quickly and with respect in order to promote the well-being of each anybody.

For the purposes of the preceding definition, the following expressions are defined as follows:

4.17.1 Abuse of power or authority

Behavior of a person who uses their power or authority in any way undue, arbitrary or unreasonable having the effect of compromising the conditions of a person's work or study.

4.17.2 Relationship conflict

Situation in which hostility manifests itself reciprocally between two parties:
A conflict can arise from a disagreement over working methods or incompatibilities

total or partial, real or perceived, between roles, goals, objectives,
intentions, values or interests of people.

4.17.3 Incivility

Individual conduct that violates the standards of mutual respect, politeness, courtesy and savoir-vivre expected in a work and study environment and having negative repercussions on people and, consequently, on the working climate and studies.

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4.18 Trade unions and associations

In politics, when reference is made to unions and associations, it is unions and associations of university employees, student associations recognized under Policy No. 32 on the recognition of student programming associations, as well as student groups recognized under Policy No. 51 on the recognition of student groups.

4.19 Third parties directly linked to the University

Anyone external to the University who is in direct contact with it or with activities of the people who work or study there.

These third parties include in particular, but not limited to:

- contractors, contractors;
- visitors;
- service providers;
- guests, guests;
- consultants;
- external partners;
- clients, clients.

5. Roles and responsibilities

5.1 Members of the university community

Anyone in the university community must abide by the policy and thus contribute to maintaining a culture of respect and a work and study environment free of bullying.

In addition, each member of the university community is invited to guide the person who reports, witnesses or is informed of a harassment situation or that could lead to harassment towards the Intervention and Prevention Office in of harassment so that she can obtain support, services, and advice.

5.2 People entering into agreements with external partners

Persons responsible for concluding agreements with external partners ensure that the latter commit themselves by means of a specific clause in the agreements entered into with the University to:

- make the policy known to members of their staff who participate or collaborate in university activities or which are in educational relation or authority with students;
- collaborate promptly, when the situation so requires, in the implementation of measures necessary to protect the health or safety of members

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of the university community or, if applicable, in pursuit or not of the the student's progress or training activities.

The member of the university community responsible for the activity academic (internships, courses, conferences, etc.) knows the policy and encourages its respect within the limits of the intervention capacities allowed by its statute.

5.3 Persons in an educational or authoritative relationship

Anyone in an educational or authority relationship must exercise their mandate without abuse their power or authority and in a respectful manner.

Anyone in an educational or authoritative relationship who witnesses or is informed of a situation that could lead to harassment or an apparent harassment situation must intervene in a diligent manner so that reasonable means are taken for the stop, if necessary. In particular, it may request the support of the Bureau intervention and prevention in matters of harassment or direct to it any person who reports a harassment situation.

It collaborates, if necessary, in the application of the measures necessary for the protection of rights of data subjects.

5.4 Harassment Intervention and Prevention Office

The implementation of the policy is entrusted to the management of the Intervention Office and prevention of harassment.

The director, the director of the Intervention and Prevention Office in harassment assumes the following roles and responsibilities:

- chair the Institutional Committee on respect for people, prevention and the harassment response, as presented below;
- ensure the implementation of the prevention programs and measures adopted by this Committee;
- offer members of the university community awareness tools, training and prevention in matters of harassment or situations that could lead to harassment;
- welcome, inform, support and advise any person requesting, complaining or mis en cause who contact the Intervention and Prevention Office in of harassment for a situation of harassment or that could lead to bullying;
- recommend measures to people in an educational or authoritative relationship when the health or safety of the requesting, complainant or suspect cause is considered to be endangered;
- inform any requesting person, complainant and questioner of others recourse available to him and his right to be accompanied by the person representing her union or the association to which she belongs or a person of their choice, during any process;
- guide those who accept it in their search for solutions with a view to correct the situation;

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- choose if necessary the person who will act as mediator, mediator from the list approved by the Institutional Committee on respect for persons, prevention and response to harassment;
- analyze the admissibility of harassment complaints or mandate a professional, a professional for this purpose;
- transmit to an investigation the complaints formally submitted and deemed admissible in virtue of politics;
- submit for approval to the Institutional Committee on Respect for Persons, prevention and intervention in matters of harassment, the rules of operation of the process for dealing with different situations of harassment or that may lead to harassment;
- submit for approval to the Institutional Committee on Respect for Persons, prevention and intervention in matters of harassment, a list of mediators,

- external mediators and investigators, external investigators;
- report annually to the Vice-Rector, to the Vice-Rector for Development human and organizational, to the Institutional Committee on respect for people, prevention and intervention in matters of harassment and on the Board administration.

5.5 Institutional committee on respect for people, prevention and harassment intervention

Prevention is the best way to ensure an environment free from any manifestation of harassment. To this end, an Institutional Committee on compliance with people, prevention and intervention in matters of harassment is instituted in order to put in place the necessary preventive measures, which must take into account the needs and characteristics of different groups in the university community.

The mandate of this Committee is to:

- ensure compliance with the policy;
- identify the risk factors that can lead to harassment;
- proposing and evaluating programs or measures aimed at prevention in harassment and coordinate it;
- support the director, the director of the Intervention and Prevention Office in harassment matter regarding any matter that it, it deems appropriate to submit to him;
- receive the annual report from the director, the director of the Intervention Office and prevention in matters of harassment and propose any measure deemed appropriate, both for the prevention and for the treatment of situations that may lead to harassment or situations of harassment;
- advise the director, the director of the Intervention and Prevention Office in matters of harassment concerning the operating rules of the dealing with harassment situations, or any other situation that could lead to harassment;
- approve a list of mediators, external mediators and investigators, external investigators;
- recommend changes to the policy, if necessary.

The composition of the Committee is as follows:

- the director, the director of the Intervention and Prevention Office in harassment, who chairs the committee or his or her representative;

- a person representing the professors and masters of languages, designated by the Union of Professors of UQAM or his, his substitute;
- a person representing the lecturers, appointed by the Union of Teaching Professors of UQAM or its substitute;
- a person representing the administrative and unionized support staff and the unionized student staff of the Sports Center, appointed by the Union of employees of UQAM or its substitute;
- a person representing the non-unionized staff, appointed by the Association non-unionized employees of UQAM or its substitute;
- a person representing the management staff, appointed by the Association of executives from UQAM or its substitute;
- a person representing the employed student staff, appointed by the Union of student employees of UQAM or its substitute;
- three people representing the students, ideally from each cycle of studies either first cycle, second cycle and third cycle, designated by faculty student associations or their substitutes;
- the director, the director of the Management and Support Staff Service or her or her substitute;
- the director, the director of the Organizational Development Department or his or her substitute;
- the director, the director of the Teaching personnel service or her substitute;
- the Director, the Director of Student Life Services or his or her substitute.

In order to promote better representativeness of the Committee, the selection of people from groups at greater risk, i.e. those whose experiences lie at the intersection of several forms of discrimination, is encouraged when appointing people representatives mentioned above.

The Committee may appoint any other person, if it deems it necessary.

The term of office of Committee members is one year.

Committee members should:

- participate in the meetings and work of the Committee;
- attend initial and continuing training sessions on harassment.

6. Confidentiality

Only the information necessary for the application of the policy and compliance with the obligations prescribed by law may be transmitted or communicated to persons whose involvement is required for this purpose.

Communication of the information required during consultations and other services offered by the Harassment Intervention and Prevention Office, during the handling of reported situations and complaints is made in accordance with the policy and the laws in force.

The Harassment Intervention and Prevention Office undertakes to ensure that consultations and support for applicants are carried out in a confidential manner. In other proceedings, under the policy, the information relating to situations is treated with great discretion. Thus, the only persons informed are those targeted by the report or complaint and those before whom they are involved in the handling of the complaint in view of their duties or having been identified as being able to shed light on the processing of the case or fix the situation. Informed persons are informed of the confidential nature of the information transmitted. Subject to the application of law, regulations and other University policies or court order, transmission of information must be limited to the minimum required in the processing of the file or corrective actions to be made to the situation.

Subject to the application of law, regulations and other University policies or court order, disciplinary or administrative action, or sanction, imposed on an employee or a student remains confidential and cannot be disclosed to the complainant, the complainant, or persons associated with the handling of the complaint.

Confidentiality will not be maintained when information needs to be disclosed in particular in the following cases:

- there is a risk to the life, health and safety of a person;
- an investigation or disclosure of information is required by law.

7. Prevention

The University implements measures to prevent harassment and situations that could lead to it. These preventive measures aim to maintain a culture of respect and a work and study environment free from harassment by reducing causes and risk factors. They also aim to help people better recognize and manage risky situations.

Prevention aims not only to prevent a situation from deteriorating by offering support for those affected, but also to prevent its reappearance.

The University offers members of its community training and policy awareness.

8. Consultation and services of the Intervention and Prevention Office in harassment

Anyone who reports, witnesses or is informed of a harassment situation or that may lead to harassment may meet, in a confidential manner, with the Office

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intervention and prevention in matters of harassment in order to obtain help and discuss the situation. This will provide him with information on the support available, accessible services, treatment of the situation, support, measures provisional or accommodations that may be agreed with the person in depending on their needs and circumstances. Benefit from the services of the Office intervention and prevention in matters of harassment does not prevent the filing of a complaint or compel them to do so.

The deadlines for the reception, support and orientation of the applicant towards the appropriate resources are a maximum of seven working days. This same delay applies when intervention is required to implement measures accommodation, when required.

When making the first contact, the Intervention and Prevention Office for harassment informs the requesting or questioning person of the possibility of being accompanied.

8.1 Consultation

The Harassment Intervention and Prevention Office offers meetings, without obligation, to transmit the information sought, such as rights and responsibilities of members of the academic community, best practices or still the possible remedies for the person who reports, who is witness or informed a situation of harassment or that may lead to harassment. Following a request for information or meeting, the person can, if they wish, use the harassment intervention and prevention office services.

8.2 Services

The Harassment Intervention and Prevention Office offers, in particular, following services:

8.2.1 Support for the applicant

Support consists of welcoming, informing, equipping, advising or guiding according to the needs and priorities expressed by the requesting person, as well as to assist them in the processes to be undertaken in order to put an end to a situation of harassment or that can lead to harassment.

8.2.2 Provisional measures

Interim measures aim to ensure security and protect against retaliation or the threat of retaliation. They can be recommended to the University by the Intervention and prevention office in matters of harassment at the beginning and during

dealing with the situation. These measures include, for example, the temporary exclusion of the accused from the campus, or the imposition of restrictions on the role, privileges or duties of that person, in accordance with University regulations, policies or collective agreements. Those interim measures call on various people with roles, responsibilities and authorities multiple, exercised within the limits prescribed by University regulations and collective agreements, when applicable. Taking into account the principles of

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confidentiality, only the persons concerned by the implementation of the measures provisional are requested.

8.2.3 Accommodation measures

Accommodation measures aim to protect applicants and limit the impact of a harassment situation on their work, studies or internship. They are established in collaboration with the Intervention and Prevention Office in matters of harassment according to the needs of the person concerned and the context. These accommodation measures may include postponing exams or assignments, schedule modification, course changes or reimbursement of tuition fees schooling, distance work, reorganization of the common workspace, etc. Those accommodation measures involve various people in the roles, responsibilities and multiple authorities, exercising within the limits prescribed by University regulations and collective agreements, when applicable. Taking into account the principles of confidentiality, only the persons concerned by the implementation of the measures accommodation are requested.

8.2.4 Sensitization of the accused person

At the request of the applicant, the Intervention and Prevention Office in matters of harassment meet with the accused person. This meeting has for objective of informing him of the behavior, words and attitudes of which he is accused and of offer him support, if necessary.

During this process, depending on the analysis of the situation, the confidentiality of the person applicant can be preserved.

8.2.5 Facilitation

Facilitation is a voluntary and confidential process allowing the person requesting to inform the person in question of the behavior, remarks or attitudes for which he is accused. The requesting person can choose to communicate with the person implicated directly or indirectly, verbally or in writing, with the help of the Harassment Intervention and Prevention Office.

8.2.6 Mediation

The person who reports a situation of harassment or that could lead to harassment and the accused person can ask to have recourse to the mediation.

“Mediation” is a process in which the parties participate in a meaningful way, voluntary and mutual. This process is confidential and allows those involved in the first place to find together, with the help of one person neutral and impartial mediator, a mutually acceptable solution to settle the situation of harassment or that may lead to harassment. This approach may have at any time and participants are free to opt out.

The mediator has no decision-making power, but is in control of the process. She ensures effective communication between the participants.

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If the mediation option is chosen, the Intervention and Prevention Office in of harassment provides a support service and can act as a mediator in the process, if appropriate. It may also, if deemed relevant, offer the services of a mediator chosen from the list approved by the Committee institutional framework on respect for people, prevention and intervention in bullying. The mediator can suspend or terminate the mediation if they believes that the participants are at an impasse or that the process is inconclusive. The mediator then informs them.

8.2.7 Intervention in the environment

Intervention in the environment can take the form of a training activity or awareness of harassment for a group or unit. Also, the Office intervention and prevention in matters of harassment advises people in pedagogical or authority relationship to support them in maintaining a study environment and work free from harassment, in addition to providing training activities for this effect.

9. Complaint process

Although raising awareness of the respondent, facilitation and mediation are privileged, a complaint can be filed without first having recourse to these procedures.

9.1 Filing of the complaint

The complaint lodged by the requesting, witness or informed person must be presented in writing and submitted to the Harassment Intervention and Prevention Office within two years of the last occurrence of the conduct found to be vexatious. It must include an account, as detailed as possible, concerning the nature and the circumstances of the acts complained of.

When a complaint has been lodged, its processing for admissibility study or for investigation may be postponed when the director, the director of the Intervention and harassment prevention agrees with the complainant and the person called into question to attempt one or more steps to resolve the harassment or that may lead to harassment.

The Harassment Intervention and Prevention Office may, at any time, decide to combine several complaints when this allows for a more complete assessment of the situation. The combination of several complaints does not prevent the submission of a report individualized relating to each complaint.

9.2 Suspension of time limits and appeals

Dealing with situations of harassment or that may lead to justified harassment policy does not at any time replace the remedies provided for in laws, conventions collectives, protocols, policies and regulations of the University.

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Any recourse exercised by virtue of laws, collective agreements, work protocols, charter Quebec, with the exception of those provided for in the Act respecting industrial accidents and occupational diseases and the Criminal Code, puts an end to the treatment of the harassment under the policy and results in the file being closed.

When a complainant avails himself of one of the provisions of the policy, the deadlines for filing a grievance or an appeal provided for in the agreements collective agreements or protocols are suspended until the conclusion of the treatment process of the harassment situation, in accordance with the letters of understanding entered into with each unions and associations concerned.

The complainant retains his right of appeal, both with regard to the facts which led her to undertake a process under the policy, than in what concerns the decision taken by the University following the investigation report, provided that the deadlines have not expired.

9.3 Admissibility of the complaint

The determination of the admissibility of the complaint is a preliminary process carried out

under the responsibility of the Intervention and Prevention Office for harassment which, if necessary, can call on external expertise. It aims to determine whether there is a sufficient appearance of harassment, that is, by taking into account applicable law, a reasonable, impartial and objective person concludes that if the alleged facts were proven, it is possible that it was harassment. Analysis of admissibility is based solely on the testimony and evidence provided by the complainant.

The Harassment Intervention and Prevention Office informs the person complainant of the conclusions of the admissibility analysis within a maximum period of fifteen working days.

A complaint deemed admissible does not mean that it is founded, the merits of the complaint is only determined after an investigation.

9.4 Complaint deemed admissible

When the complaint is deemed admissible, the complainant indicates whether he or she wishes the Harassment Intervention and Prevention Office initiates a investigation.

If the requesting person does not want the Intervention and Prevention Office in matters of harassment continue an investigation, the University undertakes to respect this decision within the limits required to guarantee the safety of his community or by applicable laws. However, the University must assess the situation with regard to its obligation legal to ensure a work and study environment free from harassment. Thereby, the University may exceptionally launch an investigation without the consent of the complainant if they can reasonably believe that a person or their university community is at risk of harm. In these cases, the person complainant is informed and has the right not to participate in the investigation, but is required informed of the progress and results of the investigation if it so wishes.

9.5 Complaint deemed inadmissible

When a complaint is deemed inadmissible, the Intervention and Prevention Office harassment matters meets with the complainant to inform them of the conclusion the admissibility analysis and its grounds. The accused person is not informed of the complaint filed.

The Harassment Intervention and Prevention Office informs the person requesting other interventions available within the framework of the application of the policy that can help restore a healthy work and study climate.

The Harassment Intervention and Prevention Office informs the person

applicant for other available remedies.

A complaint is inadmissible with regard to harassment if:

- it is filed after the deadline stipulated in the policy;
- it is outside the scope of the policy;
- it is based on alleged facts which do not appear to
sufficient harassment.

9.6 Investigation process

The survey is a structured process aimed at obtaining from people applicants, accused persons and witnesses, relevant information on the behaviors, words or attitudes reported to draw conclusions that enlighten the University and enable it to make fair and appropriate decisions.

When an investigation is undertaken, the Office of Intervention and Prevention in of harassment as soon as possible instructs an external investigator, an investigator external part of the list of external investigators, approved external investigators by the Institutional Committee on respect for people, prevention and intervention in matters of harassment.

At the start of the investigation, the accused person is met and informed in writing. of the facts alleged against him. The Office of Intervention and Prevention in harassment informs the parties of the progress of the investigation at each stage.

Taking into account the principles of confidentiality, the persons who participate in the survey sign a confidentiality agreement.

The survey makes it possible to inform at each stage the people who should be associated with the handling of the complaint taking into account their functions, the nature of the allegations, including the dates, places and circumstances of the alleged acts and the identity of the, of the people affected by the complaint. These people should use with caution and discretion the information transmitted to them.

The deadlines for the completion of the investigation are 90 working days from the date of granting of the investigation mandate. The Intervention and Prevention Office in harassment takes all reasonable steps to minimize the exceeding deadlines. If necessary, he informs the parties involved.

During the processing of the complaint, if the link between the accused person and the University ends and the accused person is no longer associated with the University

or present on campus, the formal complaint process provided for in the policy may be suspended or maintained based on the University's assessment of its legal obligation to ensure a work or study environment free from harassment or

of the complainant's desire.

Temporary leave of the accused person from the University or termination

temporary link to it does not prevent the resumption of the official process when the leave ends or the link between the University and the accused person is re-established.

9.7 Conduct of the investigation

The investigator must in particular:

- start and complete his investigation according to the deadlines set out in article 9.6 of the Politics;
- investigate using all fair and appropriate means;
- allow each of the persons summoned to be accompanied, accompanied by a person of their choice (friend, friend, colleague, officer union, union officer), provided that this accompanying person is not not a witness in this investigation;
- have each summoned person sign a confidentiality agreement and his accompanying person;
- allow each of the people met to provide their version of the events;
- take note of the statements of each of the people met, make them reread, sign and date these declarations and offer them a copy, with prohibition disclosure or publication, except to his union, association or advisor legal;
- receive all the documents that the people encountered might want to file;
- consult, if necessary, any person in the university community allowing him to better understand the organizational context and in particular the structures administrative and academic matters of the University;
- produce and transmit to the Intervention and Prevention Office in matters of harassment as soon as possible an investigation report.

The persons summoned must come forward and collaborate in the investigation.

9.8 Investigation report

The investigator transmits to the Intervention and Prevention Office in matters of harassment an anonymized confidential investigation report, i.e. its analysis and findings as to whether harassment has occurred. This document is then delivered to the complainant, to the accused person and to the persons concerned by the decision-making process and the application of a measure or sanction, as provided for in section 9.8.3 of the policy.

9.8.1 Complaint deemed founded

When a complaint is deemed to be well-founded, the Office for Intervention and Prevention of harassment meets separately with the parties to inform them of the investigation. He can also discuss possible interventions that can help restore a healthy work and study climate, taking into account the limits of its interventions given its role.

9.8.2 Complaint deemed unfounded

A complaint is deemed to be unfounded when the investigation has failed to confirm that the behaviors, words and attitudes reported by the applicant are proven or constitute an offense within the meaning of the policy

When the complaint is found to be unfounded under the policy, the Response Office and harassment prevention meetings with the parties separately in order to discuss the possible interventions provided for in the policy that could contribute to the re-establishment of a healthy work and study climate, taking into account the limits of its interventions, depending on its role.

The Harassment Intervention and Prevention Office informs the person requesting other remedies available under the other regulations and policies of University, applicable collective agreements, recourse to the protector, to the university protector, complaint to the police, civil remedies, complaint to orders professionals, etc.

9.8.3 Follow-up of the investigation report in the event of a well-founded complaint

Depending on the status of the accused person, the following persons receive the anonymized report and are responsible for monitoring and taking action appropriate, if applicable:

- a) the president, the president of the board of directors with regard to the rector, the rector;
- b) the rector, the rector in respect of a vice-rector, a vice-rector, the secretary general, the secretary general or a dean, a dean;
- c) the rector, the rector, the vice-rector, the vice-rector, the dean, the dean concerned or the Secretary General, the Secretary General in respect of a person executive who reports directly or hierarchically to it;
- d) the director, the director of the Teaching Personnel Department with regard to a teacher, a language teacher or a lecturer, a lecturer;
- e) the Director, the Director of the Management and Support Staff Service and the immediate superior, the immediate superior with regard to an employee, a employee;
- f) the Vice-Rector, the Vice-Rector for Academic Life with regard to students, students;
- g) the Vice-Rector, the Vice-Rector for Human and Organizational Development at

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The unions representing the parties involved, with the written consent of the latter, will also receive a copy of this document.

Upon receipt of the investigation report, the University, through the units organizations concerned, must take the appropriate actions to follow up.

9.8.4 Follow-up of the investigation report in the event of an unfounded complaint

When a complaint is deemed unfounded, but the investigation reveals the presence of a situation that could lead to harassment, the Intervention and Prevention Office in matters of harassment must ensure that the necessary follow-ups are carried out with the University with regard to its obligation to prevent and put an end to all forms of bullying. In other cases, the investigation report will be given to the parties involved and filed in the files of the Office of Intervention and Prevention in bullying.

9.9 Prohibition of reprisals

No retaliation or implicit or explicit threats of retaliation are tolerated against anyone who has consulted the Office of Intervention and Prevention in harassment, having obtained services there or having contributed to this service offer by having lodged a complaint or having been involved in the handling of a complaint.

No form of bullying, whether in person, on social media or otherwise, is not tolerated.

The University will take the necessary measures, including any disciplinary proceedings or administrative or appropriate sanction under applicable regulations, against any person who has committed or attempted to commit an act of retaliation or intimidation.

Policy 44

Student reception and support policy, students with disabilities

Responsible: Vice-rectorate for academic life

This policy is intended for the entire UQAM community.

The text you are viewing is an administrative codification of UQAM's policies. Their official version is contained in the resolutions adopted by the Board of Directors. The version you are viewing is the one in effect in July 2018.

Adopted June 2, 1987: Resolution 1987-A-5945

AMENDMENTS

2005-A-12776

2011-A-15024

2011-A-15037

2015-A-16761

2018-A-17787

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Preamble

The adoption of a Policy on welcoming and supporting students in disability situation allows the University to clearly reaffirm its interest in this question, to state its objectives in the matter and to inform all the members of the university community.

This policy is an opportunity for the University to reaffirm its firm commitment to reduce disparities and actively work to gradually remove obstacles encountered by people with disabilities.

With this policy, the University calls for personal and collective empowerment of all members of the university community. Each member and unit organization must integrate in its tasks and functions the concerns and responsibilities for ensuring accessibility for people with disabilities to all the resources and activities of the university community.

The policy specifies the responsibilities and obligations of staff and students and the University in these matters and determines the responsibilities for its implementation.

1. Statement of Principles

The University subscribes to the Quebec government's policy on participation of people with disabilities and endorses the recommendations of the Office disabled people in Quebec.

The University fully subscribes to the following principle: academic, professional and social responsibility of people with disabilities remains a responsibility shared by all the citizens, all the citizens.

The University intends to contribute to the development of the autonomy of students, students in disability and will make all reasonable efforts to consult them on the issues or decisions that affect them.

By this policy, the University recognizes, in full equality of opportunity, without discrimination or privilege, to students, students with disabilities, the right to benefit from all the resources of the campus and the university community, in particular, educational, administrative and human resources to ensure success of their study projects, in the best possible conditions. The exercise of this right is, moreover, dependent on the regulatory framework governing all the activities of the university.

It is the responsibility of students with disabilities to meet the counselors, stakeholders (counselors, student life counselors from the Reception and Support Service for students, students with disabilities, professors, lecturers, lecturers, program directors, student associations concerned, etc.) who can facilitate their integration into the university community or assist and support them in solving specific problems related to the limitations caused by their impairment.

2. Legal framework

- Charter of human rights and freedoms (CQLR, C-2);
- Act to ensure the exercise of the rights of persons with disabilities (RLRQ, c. E-20.1);

- Policy of the Government of Quebec: Full: for a real exercise of the right to equality;
- Regulations of the University of Quebec at Montreal;
- Policies of the University of Quebec in Montreal.

3. Definitions

"Student, student with a disability": any student with a disability or a limitation resulting in significant and persistent disability and which is subject to encounter obstacles in the performance of day-to-day activities. A student who has functional limitations or temporary impairments, following a accident (for example, a broken arm) or illness, is usually not considered as a person with a disability.

"Learning disabilities": The term refers to a number of dysfunctions that may affect the acquisition, organization, retention, understanding or the processing of verbal or non-verbal information. These dysfunctions affect learning in people who otherwise demonstrate intellectual skills essential to thought or reasoning. Thus, learning disabilities are distinct intellectual disability. Learning disabilities are the result of one or more several processes affecting perception, thought, memorization or learning. Those

processes include among others phonological, visuospatial processing, language, speed information processing, memory, attention, and executive functions such as planning and decision making. Learning disabilities vary in severity and may affect the acquisition and use of:

- oral language (receptive and expressive aspects);
- written language;
- reading: word identification (decoding and instantaneous recognition) and understanding;
- writing: spelling and written production;
- mathematics: calculation, logical reasoning and problem solving.

"Educational services intervention plan": the intervention plan is used to collect all the needs of students with disabilities who request it, to so as to ensure optimal learning conditions.

The intervention plan must, according to the needs of the student, student with a disability, establish:

- the feasibility of the study project with regard to the requirements of the program and the limitations functional of the student;
- adaptations of teaching to the specific needs of the student, for each of the chosen courses;

- the specific conditions for carrying out activities, internship evaluation or others;
- to the extent possible and available resources, additional needs necessary to achieve educational objectives.

All these elements must be recorded in the intervention plan.

“Reasonable accommodation”: when the usual application of regulations or University policies cause prejudice to the student, student with a disability, the University or its representatives seek a reasonable compromise to eliminate as effectively as possible the various obstacles (psychosocial, material, financial, physical, etc.) so that students with disabilities can continue as normally as possible their study projects or activities on campus university. For the University, reasonable accommodation consists of consenting, without distinction or privilege, a reasonable adjustment to the terms of application of a regulation, a policy, directive, procedure or instruction so that the student persons with disabilities can fully fulfill their obligations, in particular academic, in an adapted framework which takes into account his handicap. Furthermore, the University must operate within the financial and material framework prescribed by the Ministry of Education and Higher Education of Quebec.

4. Goals

The policy has the following objectives:

- make the University community aware of the importance of access to studies university students, students with disabilities and their success, in order to

- that they are, like all the other students, all the other students of the University, empowered to play an active civic role within society;
- in compliance with the regulations and policies in force at the University, develop any reasonable accommodation measure to offer students in a situation disability, support and personalized assistance to facilitate the achievement of their study projects or any other activity that promotes their concerns within the University community;
 - develop and establish a dialogue between all stakeholders, stakeholders academic, administrative or other involved in the process of welcoming and support for students, students with disabilities at the University;
 - encourage program units to make every effort to facilitate the achievement of student study projects, students with disabilities. In the chapter of work and university studies, the University relies particularly on the collaboration of professors and lecturers, lecturers to define and establish the workload or the conditions for taking exams in taking into account the particular situation of the student, student in a situation of handicap.

5. Scope

This policy applies to all members of the university community and to all units administrative or academic.

6. Description of activities

The objectives of this policy are also achieved through the following activities:

6.1 Strategic thinking activities for the continuous improvement of working conditions life and studies of students, students with disabilities

The Institutional Committee for the reception and support of students, students in a situation of disability is the usual forum for deliberating on the continuous improvement of living conditions and studies of students with disabilities. In addition, the authorities academic, in particular the faculty academic councils are also places where must to carry out this reflection.

6.2 Socialization, awareness-raising, information, training and integration of students, students with disabilities

The reception and support service for students with disabilities is, at first leader, responsible for carrying out, supporting and encouraging socialization activities, awareness, information and training that will enable all members of the university community to better understand the difficulties experienced daily by students, students with disabilities and thus better contribute to their integration. That said, it is also the responsibility of administrative or academic units to actively participate in these institutional efforts or even initiate them.

6.3 Institutional promotion activities

The entire university community is invited to contribute to the recognition efforts and recognition of students with disabilities who stand out for their quality of their academic or professional achievements, through the excellence of their contributions to specific projects or causes, through efforts to support and promote institutional values and activities, etc., particularly those which concern students with disabilities.

7. Functional structure

7.1 Institutional committee for the reception and support of female students handicap situation (CIASÉÉSH)

7.1.1 Mandates of the Committee

The Institutional Committee for the reception and support of students, students in a situation of handicap is responsible for the following mandates:

- deliberate on any matter contributing directly or indirectly to continuous improvement of the living and study conditions of female students disability from the time of their admission until the time they leave the University. Its mandate is also to submit to the authorities or units administrative or academic concerned the recommendations resulting from its deliberations;
- identify the institutional development priorities allowing better support students, students with disabilities at the University. He must do it by holding account of the action plan of the Reception and Support Service for Students in disability situation;
- regularly assess the content of this policy and, if necessary, update it to adapt it to the needs and realities of students, students in University disability;
- report its deliberations to the Studies Commission and to the Life Committee student and submit recommendations to her at least once a year or more often if the Institutional Committee considers it necessary;
- when the circumstances so require, the Institutional Committee may be called upon to sit quickly in order to provide advice to academic bodies or units or administrative staff who request it;
- the Institutional Committee can call on any resource person whose expertise, knowledge or knowledge provides a relevant contribution or insight into current deliberations. These people participate in Committee meetings institutional as an observer, observer or guest, guest with the right to speak but without the right to vote;
- the Institutional Committee may create any sub-committee or working group for the purpose of advise in its deliberations. A sub-committee or working group can be made up of people whose expertise is relevant to the Committee's mandates. Such sub-committees may recommend to the Institutional Committee the academic accommodations for students with disabilities. It is up to the Institutional Committee to forward the recommendations to the relevant University authorities.

7.1.2 Composition and functioning of the CIASÉÉSH

The Institutional Committee is chaired by the Vice-Rector, the Vice-Rector for Academic Life or its representative, its representative.

The Committee also consists of the following nine members:

- the person responsible for the reception and support service for students, disabled, who is an ex-officio member;
- the person in charge of the Advisory Services of the Services to Student Life, who is ex officio member;

On the recommendation of the Vice-Rector, the Vice-Rector for Academic Life, the Board of Directors appoints the following persons for a renewable two-year term:

- a dean, a dean or a vice-dean, a vice-dean of studies;
- a person from the management of the Buildings Department to represent the Vice-Rectorate administration and finance;

The following people are appointed for a two-year renewable term:

- a person representing the students, students with disabilities, appointed by the selection committee formed for this purpose by the Consulting Services Division;
- a representative of the executive committee of one of the student associations faculties, appointed by the Student Life Committee;
- a student with a disability designated by the Association of disabled students of the University;
- a professor, a professor from the University;
- a lecturer, a university lecturer.

The representative, the representative of students, students with disabilities is appointed for a two-year term. A call for applications to students, students in situation disability, as well as to the entire University community must be initiated by the Services advice (in conjunction with the Reception and Support Service for Students, disability). A period of two weeks is granted to students to submit their application. Pre-established selection criteria will allow the committee to selection formed to choose the most suitable candidate for the position.

7.2 The reception and support service for students, students in a situation of handicap

7.2.1 Mandates

The Reception and Support Service for Students with Disabilities is a internal coordination service. The achievement of its action plan depends on collaborations with all the administrative and academic authorities and units of the university.

Reporting to Student Life Services, the Reception and Support Service for Students, students with disabilities acts as spokesperson for the University for all questions concerning the problem of integrating students with disabilities.

As such, this service:

- manages all educational service intervention plans;
- identifies the orientations of the University and the responsibilities it intends to assume by report to the general policy of the Government of Quebec concerning students, students with disabilities;
- identifies the activities and operations that it intends to support in line with its adherence to the overall policy and proposes an action plan of which it ensures the implementation and monitoring;
- acts as the University's representative with the Office for Disabled Persons of Québec (OPHQ) and establishes sustained consultation with this organization;
- establishes sustained consultation with external organizations, other universities and colleges in relation to overall policy. In a more particular way, he ensures the follow-up to be given to certain specific projects such as those aimed at students, students with a profound hearing impairment, carried out at Cégep du Vieux Montreal;
- carries out the local coordination of the University's action plan concerning any institutional intervention affecting students with disabilities;
- actively collaborates with the Buildings Department, responsible for the application of safety and building code laws, and pays particular attention to meet the needs of students, students with disabilities, within the limit available resources;
- closely participates in the planning of work aimed at achieving accessibility universal at the University, paying particular attention to the promotion of development of the autonomy of students, students with disabilities;
- establishes with interested or concerned University researchers research activities in accordance with the orientations of this policy;
- coordinates the implementation of information, socialization and awareness activities, training and promotion aimed at students with disabilities from the university or students, students with disabilities likely to want come to study or work there;
- coordinates the implementation of training, information and awareness-raising activities with the authorities and administrative or academic units concerned or with the entire university community;
- manages the University's information center for any questions concerning the problem of integrating students with disabilities;
- coordinates the promotion of the use of the intervention plan in educational services according to the needs of each student, student with a disability;
- provides personalized support to any student, any student in a situation of handicap of the University which requests the collaboration of the service;
- provides support for the promotion of educational approaches or experiences specific to meet the needs of students with disabilities, present or future, of the University;
- facilitates the participation of students with disabilities or their representatives of UQAM bodies or institutional committees,

in particular those who define the needs in terms of educational services or others at the University;

- coordinates the efficient integration of all resources and services specific requirements required by students, students with disabilities, within the regular services, programs and courses.