

CODE OF CONDUCT

Revised March 2019

1 – Objectives

The Link strives to be an organization open and inviting to all members of the community regardless of gender, sexual orientation, religion, cultural background, or physical and mental ability. The Code of Conduct applies to all contributors, staff and board members of *The Link* Publication Society. The code guarantees the Society's commitment to prevent and halt any situation of psychological or sexual harassment within its organization, including any form of discriminatory harassment. It also aims to establish the principles of intervention that are applied in the society when a harassment complaint is filed or a harassment situation is reported to the Board of Directors or Masthead.

2 – Scope

This code applies to all members of the society, Board members, employees and members of the public who enter Link space and/or participate in Link activities.

This code extends to the following places and contexts:

- common areas;
- office space;
- any other place where people engage in and/or attend in Link-related or sanctioned activities (e.g. meetings, training, travel, conferences, social activities organized by Masthead or Board.);
- communications by any means, technological or otherwise

3 – Rights

All members of *The Link* may reasonably expect to pursue their work in a safe and civil environment. *The Link* therefore does not condone harassment or offences against property. *The Link* does not condone harassment for any reason.

4 – Harassment

a. Harassment may be verbal, physical, or psychological. It is unwelcome and unsolicited. It may be a single incident or a series of incidents. Harassment consists of any comment or conduct that is known, or should reasonably be known, to be unwelcome.

b. Harassment may include, but is not limited to:

- i) unwelcome remarks, jokes, innuendoes or taunts about a person's body, clothing, gender, sexual orientation, racial background, disability, age;
- ii) insulting gestures and practical jokes: for example, of a sexist, racist or homophobic nature;
- iii) the display of pornographic and/or racist material;
- iv) leering;
- v) refusing to talk to or work cooperatively with a person because of, for example, their gender, race, sexual orientation, disability, age;
- vi) unwelcome physical contact, such as patting, touching, pinching;
- vii) unwelcome sexual overtures;
- viii) sexual assault;
- ix) physical assault; and,

- x) creating, or threatening to create, a condition which unnecessarily endangers or threatens the health, safety or well-being of another member or group of members.
- c) The Act respecting labour standards defines psychological harassment as follows:

“Act respecting labour standards

Section 81.18

For the purposes of this Act, “psychological harassment” means any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions, or gestures that affects an employee’s dignity, psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of verbal comments, actions or gestures of a sexual nature.

A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.

June 12, 2018”

The definition includes discriminatory harassment related to one of the reasons provided for in the Charter of Human Rights and Freedoms.

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

5 – Harassment Prevention Statement

The Link Publication Society does not tolerate or admit any form of psychological or sexual harassment within its society, either:

- between any people covered by the scope of this code;
- on the part of any person associated with it:
- representative, customers, user, supplier, visitor, or other.

Any harassment-related behaviour can lead to the imposition of disciplinary measures that may go as far as impeachment, dismissal or removal of membership status.

The Link Publication Society agrees to take reasonable steps to:

- provide an organizational environment free of all forms of harassment in order to protect the dignity and the psychological and physical integrity of people;
- disseminate the code in such a way as to make it accessible to all people covered by the scope by: displaying the code in accessible places, including the website, providing a digital copy to all staff, editors, contributors, board members, employees, and providing printed copies in all relevant documents and handbooks;
- prevent or, as appropriate, stop harassment situations by:
- establishing a procedure for the treatment of complaints and alerts related to situations of psychological or sexual harassment,
- ensuring the understanding and respect of the code by all people, promoting respect between individuals.

- as well ensuring the code of conduct applies to *The Link* space and at any event hosted by *The Link*.
- organize mandatory consent training in the first four weeks of the academic year of every volume. Masthead attendance is mandatory.

6 – Behavioral Expectations

Members are expected to conduct themselves in a manner that is conducive to a positive working and learning environment and to abstain from conduct that is detrimental to the reputation of *The Link*. It is up to all people involved with TLPS to adopt behaviour that promotes the maintenance of an environment free of psychological or sexual harassment

7– Complaints

a. In keeping with the desire to settle conflicts in an effective and constructive manner, *The Link* shall endeavour to seek an appropriate response to any alleged violations of this Code, ranging from the use of alternate methods of conflict resolution to formal procedures for adjudicating complaints. If a violation has occurred, every attempt shall be made to use remedies and sanctions that restore harmony, collegiality and cooperation among members.

b. Where possible, the person who believes they are going through psychological or sexual harassment should first inform the person concerned that their behaviour is unwanted and that it must terminate. They should also, **if possible**, record the date and details of the incidents and the steps they have taken to try to resolve the situation. If this first intervention is not acknowledged or if harassment continues, the person should report the situation. The person who witnesses a harassment situation is also invited to report it to one of the people responsible mentioned above.

c. A complaint may be made verbally or in writing. The behaviours and the details of the incidents must be described as accurately as possible so that an intervention can be done quickly to stop the situation

d. Complaints can be formal or informal and may be received by any of the following members of *The Link*:

- i) An editor with whom a trusting relationship already exists.
- ii) The editor-in-chief.
- iii) A member of the Board of Directors.

e. Should Masthead be unable to reasonably solve the conflict, a formal complaint may be filed to *The Link's* Grievance Committee for further action (see Grievance Policy).

8– Harassment Intervention Guidelines

TLPS commits to:

- take charge of the complaint or to report it as soon as possible;
- to preserve the dignity and privacy of the people concerned, that is, the person who made the complaint, the person who is the subject and the witnesses;
- ensure that all people concerned are treated with humanity, fairness and objectivity and that adequate support is provided to them;
- protect the confidentiality of the intervention process, including information relating to the complaint or reports;
- provide the people concerned with an agreement to meet with them in order to resolve the situation;
- conduct, if necessary, an investigation without delay and objectively, or entrust the responsibility to an external stakeholder. The people concerned will be informed of the conclusion of this approach. If the investigation fails to establish that there have been

unacceptable behaviours, all material evidence will be kept for two years and subsequently destroyed;

- Take all reasonable steps to resolve the situation, including appropriate disciplinary measures.

Any person who has been found to have harassed another person will be subject to appropriate disciplinary action. The choice of the measure will take into account the severity and consequences of the action (or actions) as well as the previous record of the person who committed them.

The person who would lay false accusations out of malice is also subject to appropriate disciplinary action.

As part of the treatment and settlement of a harassment-related situation, no one shall be subject to prejudice or to reprisal by TLPS.

A non-unionized person who believes that they have been subjected to psychological or sexual harassment in connection with TLPS work or activities may also complain at any time directly to the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). The maximum time limit for this is two (2) years from the last harassment event. The complaint can be filed online (<https://www.cnt.gouv.qc.ca/en/in-case-of/psychological-harassment-at-work/index.html>) or by phone at 1 844 838-0808. The choice of an employee to contact his employer first will not prevent him from filing a complaint also with the CNESST. >>

9 – Offences Against Property

Offences against property are defined as willfully or recklessly taking, having unauthorized possession of, and/or damaging or destroying any property belonging to:

- a. *The Link* Publication Society; or
- b. any member when such property is in *The Link* offices.

To threaten any of the above-mentioned offences will be considered in the same light.

10– Conflict of Interest

a. As journalists, we feel it is important to maintain accuracy, integrity and fairness in all situations.

Thus we shall make every effort to avoid conflicts of interest.

- b. Conflicts of interest can be both real and perceived.
- c. It is the responsibility of a writer to inform their section editor or the editor-in-chief of any serious conflicts of interest and to avoid taking on such stories.
- d. It is the responsibility of editors to ensure that contributors understand the concept of conflict of interest and whenever possible to avoid assigning stories where conflicts exist.
- e. Editors should report conflicts of interest to Masthead.
- f. Members of the Board of Directors should report conflicts of interest to the Board of Directors.
- g. To avoid conflict of interest:
 - i) There shall be a clear delineation between opinion pieces and reporting.
 - ii) Contributors and staff must notify their section editor or the editor-in-chief if they intend to write or edit articles concerning any organization, movement or affiliation in which they are a volunteer, member, paid staff, or involved in any capacity.
 - iii) Executives and paid employees (with the exemption of short-term employment including ballot scrutineers and Orientation staff) of the Concordia Student Union or other student group may not hold a masthead position at *The Link*. If an editor becomes

an executive, paid employee or councilor of the CSU, they are deemed to be resigned from Masthead.

iv) Contributors and staff must not use privileged information obtained through their position to further personal interest.

h. Recognizing our own fallibility as writers and editors, members of *The Link* are encouraged to ask for a second opinion or seek feedback if they are unsure if a conflict of interest exists.

11- Responsibilities

All members of *The Link* Publication Society are expected to refrain from violating this Code. Members of *The Link* with supervisory authority bear particular responsibility to act in a timely and effective manner if they become aware of any violation of this Code.

Appendix 1 – Recognizing psychological or sexual harassment

The Act respecting labour standards provides criteria for determining what may be considered psychological or sexual harassment:

- A vexatious (offensive, humiliating) conduct;
- Which is manifested in a repetitive manner or in a single and serious act;
- In a hostile (aggressive, threatening) or unwanted manner;
- violate the dignity or integrity of the person
- resulting in a harmful work environment for the latter.

These conditions include words, acts or gestures of a sexual nature.

Discrimination based on any of the grounds enumerated in section 10 of the Charter of Human Rights and Freedoms may also constitute harassment: race, colour, gender, sex, pregnancy, sexual orientation, marital status, age except to the extent provided by law, religion, political convictions, language, ethnic or national origin, social condition, disability or use of a means to alleviate this disability.

For example, the following behaviours could be considered harassment-infringing conduct if they fit all the criteria of the Act.

Behaviours that may be related to psychological harassment

- Intimidation, cyberbullying, threats, isolation;
- Abusive or defamatory remarks or actions with respect to a person or their work;
- Verbal abuse;
- Bashing.

Behaviours that may be related to sexual harassment

- Any form of unwanted attention or advance with sexual connotation, for example:
 - insistent solicitation,
 - glances, kissing or touching,
 - sexist insults, rude words;
- Words, jokes or images with sexual connotation by any means, technological or otherwise.

Appendix 2 – People responsible designated by the Board of Directors

The Link Publication Society

- will ensure that the designated people responsible are duly trained and have the necessary tools available to them for the treatment and follow-up of the complaints or reports;
- will free up working time so that the designated people responsible can carry out the functions assigned to them.

The following people responsible are designated to act for the application of TLPS's Workplace psychological or sexual harassment prevention and complaints policy:

[Name of designated person # 1], [function], The Link Publication Society Inc., [telephone number], [e-mail]

[Name of designated person # 2], [function], The Link Publication Society Inc., [Phone number], [e-mail]

The designated people must primarily:

- inform staff about the psychological or sexual harassment policy;
- intervene informally to try to resolve situations;
- receive complaints and reports;
- recommend the nature of the actions to be done to stop the harassment.

Commitment of designated people

I hereby declare my commitment to abide by this policy and assure that my intervention will be impartial, respectful and confidential.

Designated person No. 1

Date

Designated person No. 2

Date