

**Agriculture Union
National Council Meeting**

May 23-25, 2024 – Westin Hotel in Ottawa

MINUTES

Milton Dyck, National President Patrick St-Georges, 1 st NEVP Randy Olynyk, 2 nd NEVP Audrey St-Germain, 3 rd NEVP Aaron Swerdlyk, 4 th NEVP	Jan Pennington, RVP Eastern Atlantic Dorothy McRae, RVP Western Atlantic Jannick Beaurivage, RVP Eastern Quebec S��verine Gu��rineau, RVP Western Quebec Bralavan Krishnakumar, RVP Southern Ontario Kasia White, RVP NCR Stewart Spence, RVP Manitoba, NW Ont. Nunavut Curtis Veale, RVP Saskatchewan Sherry Hunt RVP Southern Alberta Nadia Sokal, RVP Eastern BC Don Jeansonne, RVP Western BC and Yukon Gus Mardli, National Director Human Rights
	Absent:
	Staff
	Luc Gour, Administrative Officer Isabelle Tardif, Administrative Assistant Kate Bradley, Administrative Assistant – Minute taker

1. Call to order

Milton called the meeting to order at 9:00 a.m., Ottawa time.

2. Opening Remarks

Milton welcomed everyone to the meeting and acknowledged that there has been a lot of work done since the previous meeting. Regional seminars were conducted for most regions, and it was noted that there were many new participants. Good participation and good engagement on all seminars. Addressed a few issues that have been front and centre – budgetary restrictions. Milton did acknowledge that he has had a difficult 6

months, personally, as well as others, and hoped that things will get better as far as focus. Hospitality room available for meetings – can meet before convention every day to discuss how the day will unfold. Will also use the room to meet delegates who are running.

Land acknowledgement.

3. Harassment policy

The policy was read aloud, and it was decided that Gus and Audrey would be the contact persons. They can be reached on their cell phones at - Gus: (204) 797-4722; Audrey: (514) 972-4427.

4. Adoption of Agenda

A call out was made for further agenda items. One further item was raised – an additional resolution to discuss.

A motion for the adoption of the agenda was made by the Chair.

MOTION CARRIED – By a show of hands.

5. Hours of session

The following proposed hours of session were proposed by the Chair.

May 23: 9:00am to noon – 1:30pm to 5:00pm
May 24: 9:00am to 1:00pm / 1:00pm to 5:00pm - Standing committee meetings.
May 25: 9:00am to noon – 1:30pm to 5:00pm will break at end of day but council will remain in session until the end of convention.

A motion for the adoption of the hours of session was made by the Chair.

MOTION CARRIED – By a show of hands.

6. Approval of previous Council minutes

Council had the opportunity to make any amendments to the previous minutes. It was noted that there was an error in Section 18 – the Mental Health Steering Committee Members was missing Stewart Spence's name, on page 13 of the report.

A motion for the approval of the previous Council minutes was made by the Chair.

Minutes approved by recorded vote #1 (See appendix 5 – Recorded Votes).

7. Business Arising out of Previous Minutes

There is no business arising from the previous minutes that will not be covered by the present meeting's agenda.

8. Agriculture Union Triennial Convention

Milton called for suggestions or recommendations for the 20th triennial convention. Two locations were proposed: Halifax and Niagara Falls. Presentations were made on both locations and discussions took place. There was time for questions and comments. Voting took place on the final council meeting day on the morning of Saturday, May 25th. Council voted that Halifax would be the location for the next convention.

9. National's President Report

Milton presented the President's report orally as it did not get translated in time. Pat chaired the committee meeting while Milton gave the report.

The President's Report

Milton informed the council that the executives have been and continue to meet on a weekly basis. He gave a brief overview of the national office and staff.

He mentioned his work on various committees as well as what was happening at PSAC and the NBoD.

He went through the report noting that the regional seminars went well, that he missed the Saskatchewan seminar due to inclement weather, and that Alberta and Atlantic seminars will be in the fall hopefully. It was noted that regional seminars need to be done six months before convention.

Milton touched on Bargaining in his report. He stated that there is no bargaining currently. That there has been a callout from Treasury Board for a January/February bargaining conference.

He stated that we are working with employers to get telework committees up and running for non-duty to accommodate telework agreements. These committees will be for 3rd level grievances. Some components would like to see a campaign regarding telework, but Milton stated that the Agriculture union will not be doing that. We will support our members.

The report touched on Phoenix, that there have been no changes to note and that there is no new pay system.

Milton discussed budgetary restraints and that he has attended several meetings to find out what it will look like. It seems most departments will do it through attrition. Most employers do not have a plan. He states that this will be a continuing conversation with employers.

There were questions for further clarification on budgetary restraints, specifically if collective agreement salary increases will be honoured and how jobs will be cut if there are not enough staff presently.

Questions were asked regarding committees – Collective Bargaining, hours of work. Milton said the committee has not been struck yet but is in progress.

An update was requested from the Health and Safety Forum. Delegates who attended were asked to provide some feedback. A request was made for the council to receive the documentation/presentation from the forum.

A question was asked regarding prescription fees with Canada Life. Milton said that it has been brought up at National but since things have already been signed off, he's not sure where it will go.

A discussion was had regarding Phoenix issues. Milton said that this is still being brought up regularly and that specific issues should be brought to the employer. Milton mentioned that our contact at AAFC has retired and that is making things a little more difficult. It was brought up that there are retirees who are still having Phoenix issues. Pat suggested that there is a PSAC Phoenix team that can help support these individuals. That emails should be directed to the general agriculture union inbox and staff will triage and forward accordingly. Clarification regarding the statutes of limitations on debt recovery was discussed. Council was advised that the PSAC website has advice on that. We had a win on not paying back after 6 years. Milton advised the council that when a debt is forgiven, the department must pay that debt back to TB. We don't know if the debt will be sent to a collection agency so we should find out from the departments who is asking – the department or the Pay Centre.

A motion for the adoption of the President's report was made by the Chair.

MOTION CARRIED – By recorded vote #2.

10. Employer report

Budgetary cuts were discussed. There was a concern that there would be a cut to teachers. They chose to cut the jet plane training.

The CFIA Pay Equity Committee consists of Dorothy, Tammy, Audrey, Mathieu, and others, who meet two weeks per month and are working with the Employer. They have been going through job descriptions, focusing on the male vs female dominated jobs and how that impact pay scale. Sherry is on the Treasury Board Pay Equity Committee and stated that there had only been one meeting.

Common for all Employers

There was an ask regarding what our available resources are as a component when the Employer is pushing back on an issue. Milton replied that there is no rule that we have to meet face-to-face. The Committee needs to be unanimous so based on what the push back is, and what we can get away with, PSAC does not give a lot of direction on what we can push back on.

There was a question regarding the Treasury Board Pay equity table. Is there one committee? Or a different committee with Sherry? This is unclear. It was also noted that AS is a classification, not a position. Milton stated that he has brought that up, and that he understands the importance of this committee. He does not know why Treasury Board is not looking at all the job descriptions. Milton committed to continuing to push this topic at the NBoD.

Sherry provided some clarification. A meeting was called by a staff person at PSAC. This was not a meeting with Treasury Board but an information session only, with no content. Milton confirmed that the work is being done by PSAC Pay Equity committee.

It was noted that lower paid people are doing this work, and it was asked why PSAC is not putting a stop on doing it this way, and that the CFIA committee's work will end up like a PA review. Milton stated that there is new legislation, equal pay for work of equal value, and he committed to following up on his discussions.

It was asked whether CR2s and CR4s can be given AS1 jobs, within different Employers. Milton stated that he will ask for job descriptions from Treasury Board. But job position titles are needed to do an ATIP. Milton will bring this issue up under different leadership.

PSC – There was a discussion regarding French and English language proficiency. The Federal government wants permission to do their own language proficiency testing. If the employer does this, the classification does not travel with the employee if they go to a different employer. If proficiency can transfer with you, it could destroy the PSC. Many English testers are not busy, and they are afraid that with the budgetary restraints there will be cuts in the program. There needs to be a readjustment of the department. With PSC there was a program to hire disabled employees. This was the first thing that was cut with budgetary restraints, but it has come back with funding. There will be a cut to the pool of equity hires of all civil servants. It was cut because it is not used. When the

disability program first came out, for the first round of hiring, they brought them through the PSC.

Questions arose regarding how the hiring of the equity pool fits into their MOU regarding diversity and inclusion, and how cuts occur without consultation. Milton responded that it's a hiring pool so it's the employer's prerogative. The employer was using up employee work time for this and needed those employees elsewhere. The employer originally thought this type of program would be beneficial, but it is just not being used.

DND – All of the DND teachers have been called back to work full time. The issue is that traditionally, some work is done at home. DND wants everyone to come to the worksite to do their prep work. They may have to file a group grievance. Part of the rationale is that they are so understaffed that they need everyone at the school, so they are available to cover other classes. Most ED-LAT language teachers have supervisors who are LAT3. That position requires much training and understanding as to how to work with the teachers. Above them is the Lieutenant Colonel who does not have the training. This results in civilians being led by generals and it does not work.

CSPS – Main issue is that we are trying to get their local going. Their offices were moved and telework is an issue with them. The school applied for an exemption to the telework policy since they were trying to reduce their footprint and were able to telework. Their request was denied, and Treasury Board wants them to follow their directive.

CGC – The CGC is currently short staffed and have had some changes in leadership. There is a new commissioner and a new COO. There is question about where leadership is going and what changes will be coming.

It was questioned whether CGC would still follow the old path of PI 1 for 2 years, then PI 2 for 2 years. But, after the first year, they are expected to do the work of the PI2. Plus, probation for 4 years. This is precarious work and often members are afraid to put in a grievance. Sample tests are not the same as real tests. Something needs to be done about this.

Some inquired about the status of the work that was started last year. Have any letters been sent to MPs? Milton informed council that this is no longer on the radar. That meetings with CGC have occurred but we have not moved on with the political action plan.

Questions were raised as to whether there have been ATIPs on communications between higher ups? Milton stated that nothing seems to be getting done under Lawrence McCauley. Regarding ATIPs, we do not do them since there is so much and we wouldn't even know where to start.

AAFC – The discussions are currently around return to work and job descriptions. AAFC keeps telling us that no work is being done on JDs. Milton suspects that there may all of

a sudden be a presentation of new JDs. The recourse is to file a grievance. Milton asked that if anyone hears anything about people being handed new JDs and asked to sign off, please let him know. Another point brought up was the status of electronic union bulletin boards. They have not responded to Milton. If they do not have one, they are in breach of the Collective Agreement. There have been some disappearances within Management and HR at AAFC. Lots of new faces. There have been issues with directions on hiring people regarding where they will get paid. An example is the GL issue – GL8 or 9, if you have supervision, 15% should be added to pay. Supervising does not count as pay, so moving to a different position, the band could be much lower. People are turning down job offers due to this. Also, people are being told they are not at work if they did not turn their computer on at their start time. Or if they turn off their computer early. Lab workers are not always at their desks, so they are not necessarily online. Milton has finally received organizational charts.

Clarification was sought on which JDs and whether work was not being done at all, on revamping them or just having them. Milton clarified that the JD currently being worked on are for EGs. That we want to change things. The JDs are not going through HR, and they need to be as it is causing division Science and Technology and HR.

It was stated that HR is confused regarding grievance presentations. They are sending 3rd level grievances to Jannick. Milton asked that she send them an email telling them they should go to the office, cc AGRUnion, and Milton. We have asked AAFC to give us a list of 1st and 2nd level grievances, but they won't.

A question was asked if there has been any consultation on the GeoTab app used for 1ton trucks or larger. Milton said they talked about it several years ago and has not heard anything more about it. We can bring it up again. The employer has stated that it is for monitoring usage. Further clarification was requested regarding whether those trucks have telematics. Milton said yes and they are still being used. Clarification needs to be brought on whether the app is used for tracking or vehicle usage. They are saying it's vehicle usage, but council is not sure they agree. Milton said that unfortunately we lose grievances on this issue. Until someone is getting disciplined for their location, we cannot do much.

Speed is also an issue. Someone was caught doing 190kms/hr in their government vehicle. Once the law is broken, members are in jeopardy, because it opens the door for other members being identified.

Some don't understand why there is so much speeding, it is, after all, pensionable time. Employees should be going UNDER the limit. Milton stated that this occurs because members are overworked.

A suggestion was made to put a governor on the trucks so they cannot speed. Milt says that a governor was suggested.

A status update was requested regarding electronic bulletin boards. There was a discussion regarding what an electronic bulletin board would look like. A suggestion was

that it would be a TV. It could look like a MS Teams channel. Pat will get back to council on this.

There was a discussion regarding employees moving from SVs to EGs, and having to undergo pay cuts. Is there anything we can do for the people not wanting a pay cut? Milton suggested they file a grievance, but in the meantime take the job. Unfortunately, that's not that easy for those facing a pay cut. Things take a long time to move. All we can do is say we're looking into it.

CFIA – The general information relayed was regarding equity, telework, and milk; there is question regarding milk testing, as there is no process for it. We keep asking for more from our membership, but unfortunately, they are already stretched thin. Milk is considered low risk. We are still pushing for MSIP for beef. Also still in discussions are remote positions for veterinarians. The veterinarians are being asked to take pictures, and that this is equal to inspection. This is a concern as pictures are not always an accurate form of assessing. Another topic discussed was AI and its uses. Positions are being lost due to AI. There was also discussion of AI doing ATIPs. Term positions are troubled by budgetary restrictions.

It was mentioned that people are being hired on work permits as terms. This is conflicting since we work to get term positions to indeterminate. People on work permits are not always interested in going to an indeterminate position. It is noteworthy that they are doing this.

Clarification was asked regarding MSIP beef and where we are in the process, what has been agreed to regarding remote veterinarian pictures, and where are we at regarding CFIA JDs. Milton said that for 2025 MSIP, we are currently collecting data. For remote veterinarian pictures, it has been crushed. It was not working well. We sent some of the JDs them back with a lot of suggestions and have not received a reply. There are still a few left to do. Clarification was also made regarding that they are the EG JDs, not the PM JDs.

It was noted that when things happen such as remote veterinarian photos, the RVPs who need to let the executive know.

Inconsistencies were brought up. It was stated that SRs should no longer be inspectors, much of their work is coming to EGs, but this is not done across the country. Council asked if there was a plan to deal with this. The decision made to not visit plants daily is also inconsistent across the country. People are not getting training for jobs they are being asked to do.

It was stated that CFIA is inspecting according to risk management. 15-minute inspections. They are saying inspectors only need to be at the plant for 15 minutes; inspectors get 6-8 plants per day. This is not enough time.

It was brought up that front line inspectors are completely overwhelmed. They have been doing a good job for a long time but are then expected to know other things quickly. The learning curve is unrealistic, resulting in a backlog of clients and files. The employer wants to bring down the backlog, and inspectors are forced to meet unrealistic quotas.

Another point brought up was that the employer is using AI to tell inspectors how many times to do inspections. Milton stated that WTLM gives you a rapid check on what is the highest priority on what to check and where you should go first. The question is what happens if you never get to lower ranks. It is faster than a spreadsheet and helps you make a judgement call. Dorothy stated that this is not a judgement call.

Audrey mentioned that AI tells them what to do and prioritizes the work. In one week, someone could have ONLY priority 1 items. There are people in the office who are saying the inspectors are not working but they have no idea what inspectors do. It is important to say to inspectors that they are allowed to say ONLY 3 per day. It will come back on them, because they won't get work done.

It was stated that training is an issue. It was decided that everything was going to be virtual. If inspectors are jumping between commodities, they need training.

11. Political Action

There has not been a lot of political action done in the past six months. We need a real focus on what the political action is going to be, going forward. We do not have a comms officer yet, so when that position is filled, there is intention to rejuvenate in this area. Political action is intended to bring forth change and with an upcoming potential change in Government, there could be opportunities coming.

It was suggested that we could tie in things that were done in the past, that nothing has been done in a while, and that we are failing at political action. However, this is work for a comms officer, and without one, we are putting out fires on a lot of other issues. Milton acknowledged that we have not been very good at political action lately and need to get better.

12. Local Finances – Regulation 15

Locals Banking information & By-Laws

There have been issues with locals giving Luc authority to sign. This has affected his personal credit rating. Other avenues are being considered, but at present, we will continue on the path we are going.

We do have access to most of the local accounts. Luc asked all locals to send us information on what bank/branch they use, how many accounts, etc.

It was noted that one local uses a credit union and cannot add a third person. And that some institutions will not do it virtually.

Some were under the impression that Luc would have to travel to some locations to set things up in person. Also, forward planning, but every time it changes with the person leaving, the whole process will need to be done again. Milton suggested that if we could get Luc's name on the account, he may not have to go in person. Finding out it affects Luc's credit rating has changed things for us. RVPs will be provided accounts so they know which locals in their regions are behind. Luc mentioned that every 2-3 weeks he sends a list to RVPs letting them know which locals are behind. For other missing documents (minutes, bylaws) Luc sends a reminder twice a year.

A discussion was had about RVPs being copied on emails regarding finances being sent to the locals.

It was mentioned that Milton helped a defunct local in Don's area and Don highly recommends this to others. There was a question regarding what budget line item local rebuilds come from and Milton said he's not sure, but we will figure it out. It is important to get locals up and running.

It was brought up that PSAC seems less happy to work on the weekend and Milton stated that he will follow what members want to do. A question was asked if Milton could send a letter to RVPs stating Agr is willing to cover salary costs of weekday training to help rebuilt locals. Milton stated that this is under local funding for local rehabilitation. Milton confirmed that this is training for locals who do NOT have an executive. Not for all locals, and that it is for locals that are totally defunct.

14. National Office Update

Overview

We continue with two administrative assistants; Kate and Isabelle, one administrative officer; Luc, and four labour relations officers; Bruno, Nathalie, Mathieu and Chantal. Elaine Massie took some personal needs leave, and Chantal Wilson was hired on a one-year term to backfill vacancy. Mathieu Juneau joined the team in January and is currently working with the Pay Equity Committee. We hope to have a Comms officer position joining the team in the near future.

Questions were asked about our new website. How soon and how much content can be sent to the national office? Milton informed everyone that we are currently working on updating what is already there. So, items may be sent to the general inbox, and we will put your items in the queue for update.

Clarification was sought on who Mathieu was backfilling for. It was cleared up that he is not backfilling for anyone. He replaced Sylvie Rochon, who retired. Elaine is indeterminate but is on a one-year leave, so we backfilled her position with a one-year

term - Chantal. Milton explained that we keep 3 LROs and a 4th LRO position was brought to convention. However, it was not taken to the floor since the executive makes these decisions based on workload. Elaine may retire so we will reassess the need for 4 LROs at that time. Need the LRO because we lose Mathieu two weeks per month for PEC.

Grievances

Grievance report

The grievance report was presented to the council. It was noted that the Agriculture Union is one of the best components regarding active grievances.

Questions were asked about how PSAC is doing with grievances sent to them. The committee was told that PSAC has gotten better but is still not great. There is a backlog for adjudication files. It was noted that members get discouraged when they are told files will take years to get resolved. We are supposed to help members but seems like there is nothing we can do. Milton mentioned a request for more funding for staffing at convention.

The council touched on communicating the outcome of grievances to RVPs. It was noted that decisions received by our office should be forwarded, however we cannot give direct to the PSAC's GnA officers. Milton reminded everyone that RVPs have no ownership of grievances. Locals own grievances. If an RVP is not included, it just goes back to the local. Unless the local recommends it, we do not provide information about everyone's grievances to RVPs. Once it gets to adjudication at PSAC, we do not hear anything.

It was brought up that the 2018 council minutes state that 3rd level grievance decisions go to RVPs. Milton says he will look at the minutes. It was asked if the same principle be applied with other things that are asked of the locals and can RVPs be copied. Milton reminded everyone that locals are separate from RVPs and that we generally do not cc RVPs on all correspondence with locals. When locals do not cc the RVP, the reply is not cc'd to RVPs. There was a discussion around confidentiality and keeping RVPs in the loop regarding what is going on in their locals. Milton confirmed grievance details would not be shared with RVPs.

15. Agriculture Union Social Justice Fund

The reserve is at just under \$56,000. Since the last council meeting, a request to access funds from the SJF from PEI has been approved. Another was approved for Many Hands Resource Centre in Manitoba. A large SJF request was received a few weeks ago and has gone to the committee for approval but there needs to be a discussion.

RVP Agenda Items:

a) Update on scab notification process

It was asked if we had any feedback on scabs crossing picket lines. Milton stated that it is disciplinary if not contested. Nothing has gone to PSAC because all components are giving people time to contest the decision. It is anticipated that in August and September there will be a lot of decisions on scabs.

b) Discussions on resolutions prior to PSAC Natl Convention

Fin50A – membership lists. The council asked for background on the discussion and how to move forward. Because this is a non-concurrence it will likely never hit the floor so there is little we can do. If it does, Pat suggested that Nadia get up to the mic. 6 resolutions were submitted regarding local assignments on membership. The Finance committee decided to combine them. The combined resolution was costed at a little over \$2 million per cycle, which translates to approximately 25 cents per member per month. There is a new membership database coming out soon. There was also talk about how the membership lists were tracked and organized, and it was noted that there is a big difference between DCLs and components. The committee unanimously voted non-concurrence because keeping membership list accurate is difficult to do from so far removed. Components are in the best position to maintain the lists. Advice was sought regarding what to tell the locals. Pat mentioned that until Phoenix is fixed, and we no longer have this issue, there is not much we can do. Nadia asked for something in writing to provide to her locals. Pat said he could not provide anything from the PSAC finance committee but would provide something from himself.

It was asked if we have access in UnionWare to see other components' members. The answer is no, not really, we need to work with PSAC membership to fix errors and track members but cannot do it ourselves.

c) Allowable expenses

This agenda item has been tasked to finance committee.

16. Collective Bargaining Update – referred to the committee

See Appendix 1

17. Standing Committee reports

a) Bylaws and Education Report – See Appendix 2

Bylaws and Education has two reports as they met in January and again in May. Curtis read through the January report. Randy read through the May report.

Clarifications were requested on several points. There was a brief discussion regarding point 9a from the January minutes. Council was reminded that although we can remove all gender references in English documents, we cannot change the gender of objects in French. Point 7 regarding signing authority for the Administrative Officer - Although this passed, it may not be possible. Milton mentioned that this bylaw was approved at convention but will work on how it can be changed for the next convention since the implementation is not possible. Clarification was requested on point 8 regarding the credit card. Milton said the card can be used for anything other than disbursing funds.

Questions arose regarding point 10 – virtual education training session. The term “steward” in this context is generic. It can be any 2 members. It does not have to be shop stewards. Further clarification was brought forth on this point about what the mental health/first aid course would offer, and would it be the same as the PSAC one? Milton said that there is no content decided on this yet, just the direction on the topics of the session. The topic of long to short term disability was a topic that was brought up again and Randy agreed to look at this topic as it is very important but will wait to see what the general feedback is after the first session.

A typo was corrected in point 9a – GENERAL should be GENDER.

A motion for the adoption of the Bylaws and Education Report was moved by Randy and Seconded by Don.

MOTION CARRIED – By recorded vote #3.

b) General Report – See Appendix 3

Stewart and Gus read the report. No comments or questions arose. Included in report is Appendix 4A – Human Rights activities.

A motion for the adoption of the General Report was moved by Audrey and seconded by Gus.

MOTION CARRIED – By recorded vote #4.

c) Finance and Communications report – See Appendix 4

A few typos were corrected in the report.

Nadia read the report.

A few motions were brought forward from the report.

MOTION 1: Discussion on the National Council IT allowance

Motion: To increase the National Council's IT allowance from \$1500 per cycle up to \$2500 per cycle, to cover computer, cellular, hardware and accessories expenses, with receipts.

Motion by Sherry Hunt

Seconded by Nadia Sokal

Carried: unanimously

Costed at (an additional) \$18 000/cycle.

Rationale: This allowance hasn't been increased since at least before 2011. Inflation and increased costs make it difficult to equip Council members with tools they need, with an allowance of \$1500. New Council members may incur larger expenses as they start their terms, whereas repeat term members may not require the complete allowance. The average cost of a cell phone and laptop in Canada is ~\$2500. There was discussion about if a member is in emergency need of a cell phone or laptop due to unforeseen damage. Replacement would be considered on a case-by-case basis by National Executive.

Discussion regarding this motion:

Questions were asked about cell plans that are rolled in to their family bill. Pat said that bills are detailed so you should be able to break family plans down to see what can be claimed out of the IT allowance.

Some questioned existing plans. There is a potential that people could be locked in for a year or two for the plan that they currently have. Pat agreed that this was something that was not addressed but will be something to consider moving forward. Milton stated that cell phones were originally not part of the hardware allowance, it was computer, printer, etc. and now we're including it.

There was concern that some would owe money because of a cell phone bill. \$2500 is not really a lot of money so a cell, laptop, printer, etc. is potentially blowing the budget. So, it's not really an increase. Pat said the committee had a lot of deliberations and discussions before landing on \$2500. There was a lot of inconsistency in how it was done in the past. The committee understands that the cell phone companies have changed the rules but feel they have landed on a fair amount. This can be looked at again in the future and the committee can reassess the amount.

It was brought up that by adding the cell phone expenses into the cycle, you are dropping the amount available for laptop. Those who have already purchased a laptop may not be able to get their phone covered. Pat stated that those calculations were not done during those deliberations with the committee.

MOTION CARRIED – By recorded vote #5.

MOTION

A motion was brought forward to modify the amount for the hardware. Milton said he will allow an amount to be proposed. Audrey proposed a motion to have the committee return to discussion and have the amount set at 3,500\$. This motion was seconded by Gus.

Many RVPs use their cell phone as a primary work tool. Our finances are in a good spot so we should be able to spend this money to have good tools. A clarification was requested on whether this was just for hardware or for other items. It was understood to be hardware - cell phone, laptop, accessories such as external keyboards, printers, etc.

Some were not in favour of amended motion and feel that the current amount is already a lot, and that we could use this money for other things. Some RVPs are getting everything paid for, some are not. Before we increase it, we should ask executive to find out if they will give a little latitude on acquiring needed items.

It was suggested that perhaps we could start with next cell phone contract rather than immediately. A comment was made that there are a lot of available, cost-effective products. Also, that some people sit on council for several cycles and therefore have a lot of money available to them.

Some in favour of the motion stated that depending on where you are in the country, you need a better phone as service is not the same everywhere.

Vote to change the amount from \$2500 to \$3500 – yes = 11, no = 6. Passed.

Aaron stated that even though he was not in favour of the amount, he does believe it needs increased.

Vote for the motion to increase amount from \$1500 to \$3500 for hardware.

MOTION CARRIED – By recorded vote #6.

Motion 2: Software programs for RVPs to efficiently and effectively do union business

Motion: For National AU Office to cover the following yearly software subscriptions for Microsoft 365, Adobe Acrobat Pro and Zoom (full basic).

Motion by Nadia Sokal
Seconded by Dorothy McRae
Carried: unanimous

Costed at \$18 360/yr for National Council members (on an individual basis). Luc will investigate if business or group licenses would be at a lower cost.

Rationale: In the past when a computer was purchased, some software would be included. Yearly software subscriptions have become the reality for these products. The above-mentioned programs were the ones the committee thought was the most commonly necessary for our work.

Discussion on motion 2

Some have already been paying for software such as Zoom. Milton stated that these expenses can be claimed retroactively. Milton asked for everyone to send in bills for this cycle.

Aaron questioned the amount – is this based on every individual council member getting each one? The reply is yes, it must be based on everyone getting them so that accounting can be accurate. He then asked that if we see people are spending less, can we adjust the numbers? Milton stated that we need to budget for everyone using all the allowable expense. The line item could change, but we will always budget for all users at maximum. Pat clarified that it is not a change in the budget, just a costing.

MOTION CARRIED – By recorded vote #7.

Randy asked if this gets added to the handbook and the answer was yes.

The question arose whether there will be a separate line in the expense form and Milton said just add it under miscellaneous and Luc will allocate it.

MOTION 3: Council weekend work allowance discussion

Motion: To increase Council weekend pay allowance to gross pay of \$300 per day.

Motion by Sherry Hunt

Seconded by Nadia Sokal

Carried. Dorothy McRae recorded against.

Costed at \$19 200/yr.

Rationale: It's been a long time since this allowance has been adjusted. A comparison was made to the EG-03 gross daily salary (~\$313/day).

Dorothy spoke against motion, stating that Union work is volunteer, and while it should not cost members to carry out this work, she does not feel it is necessary to double the amount of money received. She feels that some form of payment for weekend work is great, but what is already allocated is enough.

Many were in favour of this motion recognizing the time some council members spend. It was also noted that the tax rate on this allowance is very high, and council end up only really receiving about half the amount. It is recognition for the sacrifices that the

RVPs and council make. A question was asked if the finance committee figured out an average net. Luc stated that most of the country is taxed at approximately 30%, but QC is taxed at around 50%.

It was asked whether what our component gives compares to what others receive. Pat stated that he does not know what other components give. Jan called the question. It was seconded, and it passed.

MOTION CARRIED – By recorded vote #8.

MOTION 8: Discussion on a mid-National Council Town Hall meeting for information transfer

Motion: To have a virtual touch base meeting for information transfer, in between National Council meetings for the remainder of this cycle. Alternates will be invited as observers. This will be re-assessed at the end of this cycle.

Motion by Nadia Sokal
Seconded by Sherry Hunt
Carried: unanimous

Costing: For a 3 hour zoom meeting during work hours, interpretation the cost for the remainder of the cycle would be \$80 000

Rationale: It was discussed that information updates between National Council meetings may be helpful to help streamline in person National Council meetings. This town hall could also be used to help rebuilding of our component, and training of alternates.

Discussion on motion 8

Aaron asked if there were discussions regarding timing of these meetings and whether they would be in the evening. Pat said no, that they were costed to have loss of salary for work life balance. Also, time zone constraints would need to be considered.

MOTION CARRIED – By recorded vote #9.

Randy asked if this gets added to the handbook and the answer was yes.

MOTION 9: Sharing of National Executive Meeting minutes

Motion: That AU National Executive meeting minutes will be emailed to National Council prior to the national council meeting.

Motion by Dorothy McRae
Seconded by Sherry Hunt

Carried: unanimous

Rationale: Council members would like to be prepared to ask questions and discuss the National Executive meeting minutes, which are not posted on our website.

Discussion on motion 9

It was asked whether this would apply to the meeting directly before the council meeting and Pat stated that the meetings DIRECTLY before the council meetings will not be translated on time so they will be shared later.

Several members were in favour of this. A clarification was sought on whether this was solely for quarterly meetings, and the answer was yes. Pat clarified that although the Executives meet weekly, it will only be the quarterly meeting minutes that are shared.

It was questioned why put this in the handbook and Milton said so that people know what we are doing. Clarifications were sought on why national council motions are not resolutions of record. Milton stated that these are motions that are part of our daily work. We are not changing the fundamental way that we work. Just making minor changes in the day-to-day process. Resolutions of record would be a fundamental change in the way we do things and will be continuing in that way. Randy stated the handbook is a detailed summary of expectations, entitlements and Milton agreed, this does not need to be put in the handbook.

It was asked how we record the way we proceed if we do not put it in the handbook. Maybe we could have another section in the handbook? Want to make sure things do not get forgotten. Pat suggested a sentence in the handbook stating that the council will have the executive quarterly meeting minutes prior to the national council meeting.

MOTION CARRIED – By recorded vote #10.

Discussion on the report as a whole

It was brought up that not everyone is bilingual, but Pat asks that everyone use DeepL or Google translate so that messages in the WhatsApp chat are accessible to everyone. Jan asked if it is okay to have a separate channel and Pat said yes, a one-on-one can be taken aside, but sometimes the group can benefit from side chats. So he encouraged everyone to use the main chat. There were some useful tips on using translation software. It was noted that acronyms should be written out as they are difficult to translate.

Point 7: Discussion on RVPs being CC'd on Local communication with National Office

There was discussion regarding this point of the report. Pat that issues are passed to RVPs if the local is not active. Members do not always copy Local/RVP. Milton asked

Pat to change the wording in the report to reflect that the Local/RVP will be copied on an as needed basis. Dorothy asked for some examples of what types of communication will be copied to RVPs and what will not. Jan stated that he asks locals directly to cc him and would appreciate it if the local and HQ did not have discussions behind his back. He wants to be in the know. Milton stated that although they are RVPs, they do not have the right to local communications necessarily. There was a request to cc ALL communications to RVPs, which head office will not do. Jan reiterated that he doesn't want to find out about something after the fact. Milton clarified that head office will not answer questions that should be going to RVPs. He clarified that grievances are not the business of RVPs, and solely administrative items will not be cc'd to RVPs. Randy questions whether this was a change and Milton stated no, not a change, head office has always proceeded this way and that is why he wants the wording changed in the report.

Jannick asked if the national executive good about sending questions to RVPs instead of sending them directly to HQ since RVPs are supposed to be the link with HQ, it should not be the executive sending to HQ. Milton asked for specific examples and Séverine offered the example of David Jones. Milton agreed that this was a specific but isolated case.

RVPs say they are not always kept in the loop because members go directly to the executive or HQ. Milton asked the council to send him examples. Standard procedure is head office sends people to their RVPs. Audrey stated that she will be more mindful about referring to RVPs and not responding to the member directly. Or asking if the member has already spoken to their RVPs. Does not want to cut off communications with members but does understand the importance of referring to RVP. The other executives agreed and committed to being better about referring members back to their RVP.

Milton reiterated that head office's policy is to send questions back to RVPs.

Dorothy would still like examples of what type of communications will not be sent to the RVPs.

Point of privilege – Dorothy felt singled out.

Dorothy keeps hearing 'as deemed necessary'. She is not looking for an exhaustive list, just an overview.

A motion for the adoption of the Finance and Communications Report was moved by Patrick and seconded by Nadia.

MOTION CARRIED – Recorded vote #11

d) Collective Bargaining and Health & Safety Report – See Appendix 1

Item 5 – OSH employer updates

See appendix 1D

Randy provided the list requested in the minutes.

Milton was asked what employer level should be chairing Occupational Health & Safety meetings. Milton replied that he will bring up the question as to why it was delegated down. It was noted that it was always the VP until Jim Crawford took over. There may be differences in delegation of authority. The perception that someone from an area running it may suppress items from their area. It was noted that co-chairs are not the responsible ones; they are not decision makers. Committee members are. Milton stated that collectively the management on that committee must be given the authority to implement change. It was mentioned that decisions are not made at the CFIA NOHS table, only recommendations.

A question was asked regarding when there is a non-consensus situation, should it be sent up? Milton said no, management gets to decide. If the OHS committee cannot agree, management needs to step in.

Item 6 – Bargaining updates

Milton asked Aaron to modify the report to include CFIA committees.

Inquiries were made about the TB demand callout and whether RVPs should be telling locals to submit demands. Milton addressed this by saying no, there is no follow up on some bargaining demands that are submitted. We need to ask the locals to think about bargaining demands and send them in.

Some are thinking about holding zoom meetings with locals to discuss demands, and others are disappointed at how few bargaining demands have come in. Pat stated that members with little experience submit demands that are not feasible, and that it's good to have some guidance for those who want to submit a demand.

It was asked where demands go that are ruled out of order? Milton informed the council that some go to the NJC, and there are other groups who work on that. There is a system in place for demands that don't make it to bargaining.

Item 7 – Event Policy See appendix 1E & 1Ea

A typo was noticed in the first line; it should read attendees, not attendants.

There was a discussion around point 2 of the Attendees section. Aaron stated that it was broader originally, but the committee decided to narrow it down to accommodations needed during an emergency. It was brought up that it should include more than just physical issues preventing you to get out, should be broader to include more than

physical limitations. Milton agreed and added that we want to be able to accommodate any issues that may arise during an emergency, physical or otherwise.

It was asked who will check in with the members. There needs to be some type of system to ensure everyone got out. Aaron stated that there is a checklist, and it will be reviewed. A hierarchy was suggested, and Milton stated that was covered under point 4. There needs to be clear direction regarding who is responsible for contacting attendees.

Point 8 – H&S Forum – see appendix 1F

Aaron indicated that his notes will be translated and circulated to the council.

Questions on the report in its entirety

A request was made to forward the policy to the Bylaws group so that it can be added to the handbook.

A discussion occurred regarding training. Council was informed that LROs do not have training modules prepared and that there is training available through PSAC such as understanding your CA available through e-learning. LROs are working on backlog of grievances and are not in a position presently to prepare and provide training modules. It was brought up that at previous council meetings they were told that there is training available. Milton reiterated that the training is through PSAC for the moment. There was understanding that the LROs would provide training during regional seminars. Pat reminded everyone that LROs have not yet been invited to regional seminars. The minutes were located, and it was stated that the LROs would be invited to share information, not provide training (May 2022 minutes).

Pat made comments regarding the point 3 action item. He stated that this information is contained within the Employer Policy, not the Collective Agreement. On the same item, he stated that council should remind employees that they have the right to refuse work.

It was noted that the checklist for regional seminars is no longer in the handbook and that the wording in the report should be modified. Aaron agreed.

Council asked that the PSAC training course be to the report as well as the link to access the course.

MOTION CARRIED – By recorded vote #12.

18. Other Business

- a) Boycott public service week

Milton stated that we were originally not going to boycott. But then it was announced regarding three days back to work, they lied about it, then gave unions 2 hours of heads up for the announcement. So, we decided to go back to boycotting the Public Service week. There is concern that people will get hurt. The NBoD had a discussion, and the outcome is that it feels tired, and discretion need to be used on how it is messaged.

It was suggested that we make it into something positive. Rather than a boycott. Would rather do a 'counter' public service day. Some good suggestions were to encourage locals to make a statement during the events, to wear buttons instead of boycotting, or to plan an evening event for Public Service workers, or a week of fun lunchtime events. To choose to ignore the Public Service event and do their own event.

b) Retirement Gift for Chris Aylward

Ideas – It was suggested that the Agriculture Union could purchase a gift card at a fishing lodge. There was a discussion regarding out much \$\$ and a suggestion was made for \$500. It was asked if the gift is on behalf of the Agriculture Union or all the components. Milton clarified that the gift would be from our union and that he would stand up and say something nice. However, if the other unions decide to do something different, we will get a Cabela's gift card instead so that Chris does not have to pay the remainder of the loge cost. Milton said he would find out how much other components are contributing.

Hand vote – passed.

c) Upcoming NBoD meeting

There will be a regular pre-convention meeting. Milton stated that there will be a proposal for a campaign against the three-day work week, and it will be a substantial campaign.

It was brought up by the council that this will not be received well by many of our members, and will this come to the convention floor for a vote? Milton replied that it would be in the form of an emergency resolution.

d) PSAC Elections

Tomorrow at 9:30 Sharon DeSousa will be visiting the hospitality suite. Look at the WhatsApp discussion for more information and more visits.

Pat had a point of privilege: There is a new WhatsApp chat called AGR 2024 Convention/Congrès. Also, he bought spare bibs and plans to wear one on the floor.

19. Next Council meeting

The next council meeting will take place in Edmonton on November 5-8, 2024.

Having dealt with all submitted items, the meeting was RECESSED NOT ADJOURNED.

Minutes submitted by,

Kate Bradley
Administrative Assistant

APPENDIX 1

Collective Bargaining and Health and Safety Committee Agenda

Date: Friday May 24, 2024, 13:00-16:50

Location: Westin Hotel – Ottawa – Newfoundland/Nova Scotia Room

Committee members:

Aaron Swerdlyk, 4th NEVP (Chair)

Jan Pennington, RVP Eastern Atlantic

Bralavan Krishnakumar, RVP Southern Ontario

Séverine Guérineau, RVP Western Quebec

Alternates(observers):

None

Call to order

Recorder:

Kate Bradley

1. Welcome
2. Review of Nov 2023 Minutes (Appendix 2A)

The committee was asked if there were any comments or questions on the previous minutes. It was questioned that during the last round of Regional Seminars, was any Collective Agreement training provided. The committee was informed that although it was made available, nobody has taken advantage of the training yet.

ACTION ITEM: Remind council that training from LROs on Collective Agreements is available.

3. Action items from previous minutes

The harassment guidance document on the Agriculture Union Website in Key info needs to be updated. The chair of the committee can update the document to coincide with the new regulations on workplace violence.

The new website has launched and although the chair of the committee began working on updating the document, it was noted that the PSAC already has one, so we can put a link to PSAC's document instead of creating our own - Violence Harassment Toolkit – PSAC - (Appendix 2B). It would be important to include Agriculture Union Collective Agreement specific items. Could have a user guide specific for Agriculture Union members.

ACTION ITEM: The chair of the committee will write a summary and address the fact that different Collective Agreements mean that the procedure may not be exactly the same for everyone.

The chair of the committee to talk to the co-chair of the CFIA NOSH committee to make sure this issue of violent events in Quebec is raised.

This action item was addressed at the end of the last meeting and has been raised. The committee members noted that there have been more incidents and that not much is being done. Employers are not taking these incidents as seriously as they should. It was raised that some changes have been made: cameras installed, windows reinforced; but that there is still a concern that this is not enough; that there could be an incident when the site is not empty.

The committee had a few questions: whether corporate security has done an assessment; what protection CFIA has given to employees who interact with the general public; whether the appropriate forms were filled out for each incident.

ACTION ITEM: Implement violence in the workplace assessments. What can we do to make a policy change? Ask that it be put on the agenda at the National OHS. Needs to be preventative in nature. Make a recommendation to the co-chairs of the area and regional committees that the members have the right to refuse work.

4. Workplace violence (standing Item)

Many employers are doing a good job of implementing workplace violence training but others are doing a poor job. Training needs to be redone this year. New employees also need the training. Each employer is supposed to have their own work specific training.

ACTION ITEM: RVPs need to be reminded that workplace assessment tools need to be done. Items highlighted need to be addressed. Need to monitor that action items are being done – employers are not doing a good job. (Appendix 2C)

5. OSH employer updates (standing Item)

See appendix 2D

ACTION ITEM: Recommendation that all RVPs discuss hazard prevention programs at regional committees. Specifically, regarding radon. Remind RVPs about building emergency and evacuations plans (BEEPs).

CFIA OHS –Discussion around who should chair committees, experience, authority, etc.

ACTION ITEM: Follow up with Randy to get historical overview of who chaired the committee and see what level they were at.

6. Bargaining updates (Standing Item)

Started electing regional representatives for the Treasury Board Bargaining Conference. For the TB Bargaining conference, we will have delegates as follows; 2PA, 3SV 6TC, & 7EB. We are still waiting for the Atlantic & Alberta to select regional representatives this fall. We will need to narrow down and choose representatives from the regional pool to present for the conference.

Treasury Board (TB) sent out the request for bargaining demands.

ACTION ITEM: Members feel their views are not reflected in bargaining. If we can involve them at early stages, they may feel more involved and more satisfied with the results. We could send out a request to the membership and find common issues. With those common issues we could assist them in writing demands.

7. Event policy (Appendix 2E)

The committee reviewed the policy.

Regarding documenting incidents - Is there a Form? Could we borrow HOIR? It would be worthwhile to document anything noteworthy so that incidents do not happen at future events, if they are preventable.

ACTION ITEM: Clarification was needed on who is the "Hosting Body". It was suggested that we have a set of definitions at the beginning of the document to identify terms used in the policy.

Completed after the meeting.

ACTION ITEM: chair will add a note in the policy about preventable incidents and our ability as a Union to mitigate those incidents at future events. Completed after the meeting.

ACTION ITEM: Add to checklist (Appendix 2E1) – Hosting body to review Hotel Evacuation plan and Safety inspection for event space. Completed after the meeting.

8. Health and safety forum – update for council (new) (Appendix 2F)

The committee received notes taken during the Forum for information and discussion.

ACTION ITEM: recommend that people bring the risk assessment document to their committees and share it.

APPENDIX 1A

Collective Bargaining and Health and Safety Committee

Date: April 15, 2023

Location: In person meeting- Fairmont Palliser Aspen meeting room

Members present:

Dorothy McRae, 3rd NEVP (Chair)

Christine Austin, RVP Eastern British Columbia

Jan Pennington, RVP Eastern Atlantic

Curtis Veale, RVP Saskatchewan

Chair: Roll Call — The Committee commenced at 9:06

Recorder: Christine Austin

- 1. Welcome**
- 2. Review of November 2022 Minutes**
- 3. Discussion on action items from previous minutes**

Bargaining Demand Initiative

Background: Committee discussed the need for members to become more familiar with the collective agreement which may encourage engagement in the bargaining process. Suggestion that this be a part of the regional seminars.

Motion: That an Agriculture Union Labour Relations Officer (LRO) attend the regional seminars and present information on the collective agreement.

Update 12May22 — Milton reported that the checklist has not been updated. Ongoing.

Recommendation: this item be added to the Record of Decision for completion.

Update 3Nov22- The Committee's Record of Decision will be updated to follow up with the Bylaw Committee- checklist update.

Update 15Apr23- Update will be provided by Bylaw Committee.

4. New Business

Special meetings for allocation of strike funds

If Locals if have a strike fund they should be planning how to disperse funds to members. If not already in place or specified in the bylaws- local must have a general meeting to vote on amount to allocate from existing strike funds.

Resolution

Motion: Please see the attached resolution that were discussed and accepted by this committee to be discussed and voted at this April 2023 Council meeting.

Develop Anti-Harassment Policy

After discussion on PSAC Policy 23b the committee determined that training is needed on how to implement the Policy. At this point we do not need to develop a new Policy for the Component.

Recommendation- Agriculture component to inquire with PSAC on training for anti-harassment coordinators in order to implement the current Policy.

Recommendation- This Committee to develop a Key info document on the process of handling harassment complaints at component events.

The committee discussed who the anti-harassment coordinator will be for upcoming convention. The Executive will identify the appropriate person and ensure they have the tools they need to implement the guideline.

5. Standing Items

a. Workplace Violence

Continue monitoring the Workplace risk assessments.

Lists of investigators is available on NMSOs. NOHSPC will continually monitor feedback on investigators from our members. Component Presidents meet every two weeks and feedback on investigators is also provided.

Any information will be provided in the Employer OHS updates.

b. Bargaining Updates

Treasury Board Bargaining: Bargaining and strike information is being updated and provided by PSAC on a daily basis. Please contact your regional PSAC office and RVP for concerns or questions around strike.

CFIA Bargaining: On March 8, 2023 CFIA bargaining team declared an impasse. National virtual townhalls were held March 28th and 30th and April 1st.

Further bargaining updates can be found on the PSAC website.

c. OHS Updates

NJC

- Working on training for health and safety. Working on tools for assessing Violence in the workplace.

CSPS

- Performing regular water quality testing.
- Focus on ergonomic program.
- Mental health- psychological health and safety sub-committee. Trying to get baselines for mental health through a health and safety assessment form.

CGC

- Main concern is they are short staffed. Issues for health and safety- instead of two employees working there is only one person.

- Working on HPP assessment. Almost completed.
- Going back to in-person meetings in September.

DND

- Only have an interim WVHP Policy. Being reviewed. Employer changes need to be reviewed.
- Employer acknowledged chronic infrastructure issues- deplorable shape of buildings and HVAC.
- Multiple sub-committees to deal with WVH Regulations. Employer has offered 2 internal investigators. Sub-committee to deal with investigator requirements- role, responsibilities, scope, etc. Workplace assessment and risk factor sub-committee is also active.
- CAF and Civilian interpersonal conflicts are a concern.

PSC

- Focus on return to office.
- COVID-19 guidelines have been rescinded. Mask friendly workplaces.
- Mental Health Steering Committee- working on identifying psychosocial risk factors from CSA. Identified 6 factors of higher risk and are working on those.

AAFC

- NOHS Program is working on the recommendations from the Departmental OHS audit- Development of mandatory training course for Supervisors/Managers; employee education updates; triennial assessment of the HPP is severely behind.
- Some vacancies have been filled or have Acting in the regional OHS Coordinator positions.
- There has been no movement on the chemical inventory (will be called a hazardous product inventory database). AAFC is still in discussion with University of Ottawa on 2 clauses in the contract. Also looking at an alternate inventory database option through NRCan.
- Return to the workplace: The Employer implemented mandatory 2- day return to office.
- COVID-19 guidelines have been rescinded. Mask friendly workplaces.
- WHVP- A domestic violence awareness page has been added to AgriSource with guidance on developing employee safety plans.

CFIA

- Union has received all of the HOIRs that have occurred during the AI response and discussions are happening around prevention on a national scale.
- BEEP- information sessions were provided to H&S reps. It was clear that coordination is needed between corporate OHS and corporate Security to ensure all locations that require different levels of BEEPs have them in place.
- Return to the workplace: The Employer implemented mandatory 2- day return to office.
- COVID-19 guidelines have been rescinded. Mask friendly workplaces.

END REPORT at 14:30

Acceptance of Report

Moved by: Christine Austin

Seconded by: Jan Pennington

Vote: Unanimously carried

APPENDIX 1B



VIOLENCE AND HARASSMENT TOOL KIT

A guide for PSAC locals and members



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Prevent. Respond. Support.

The violence and harassment toolkit was created by the Public Service Alliance of Canada to deal effectively with individual and institutional workplace violence and harassment by preventing incidents, responding effectively, and supporting affected employees.

Any action, conduct, threat or gesture that causes harm, injury or illness could be workplace violence or harassment. And it can have serious physical and psychological consequences to a person's health.

Workplace violence and harassment is a health and safety issue. In some cases, it may also be a human rights violation or a crime. If the harassment is based on one of the prohibited grounds of discrimination or harassment under the Canadian Human Rights Act or other applicable human rights legislation, it is a human rights issue. You may have recourse under your collective agreement and/or human rights legislation. Please see your steward for further information on these processes. You can reach out to your [component](#) or [regional office](#) for details.

In this toolkit, you will find more information on the health and safety aspects of workplace violence and harassment.

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1. Introduction to workplace violence and harassment

What is workplace violence?

Any action, conduct, threat or gesture by a person toward an employee, in or outside their workplace, that can reasonably be expected to cause the employee harm, injury or illness.

Work-related factors increasing risks of violence

- Working with the public
- Handling money, valuables or prescription drugs (e.g. cashiers)
- Carrying out inspections or enforcement duties (e.g. government employees)
- Providing services, care, advice or education (e.g. health-care workers, education sector workers)
- Working with unstable or volatile persons (e.g. social services, criminal justice system employees)
- Working alone, in small numbers (e.g. store clerks) or in isolated or low traffic areas (e.g. washrooms, storage areas, utility rooms)
- Working in community-based settings (e.g. nurses, social workers and other home visitors)
- Working during periods of intense organizational change (e.g. downsizing)
- Belonging to a human rights-protected group that is portrayed negatively or stereotyped (i.e. Indigenous, Black and racialized people, persons with disabilities, members of LGBTQ2+ communities, etc.)

What is harassment?

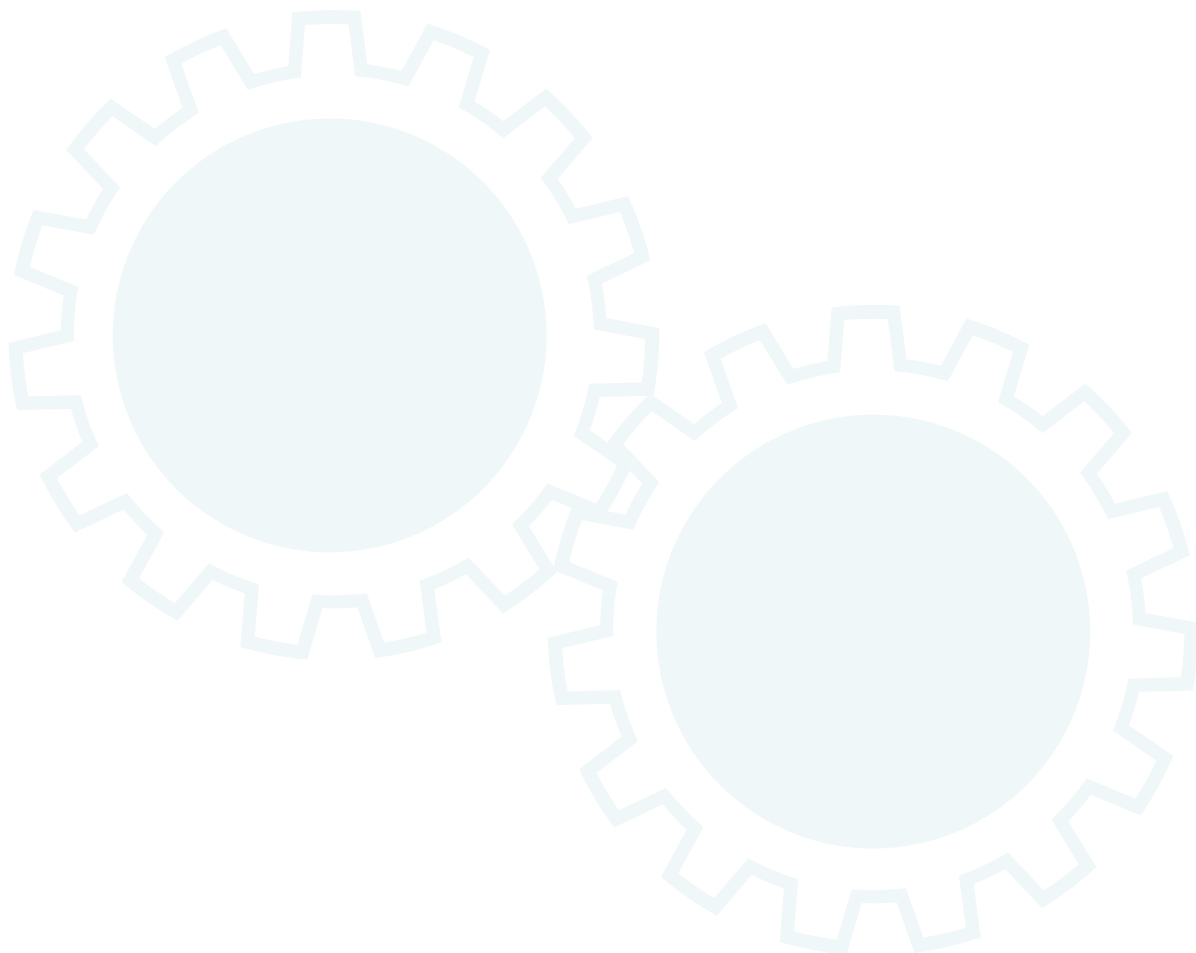
Harassment is characterized by an individual or group of individuals behaving in a certain way to gain power over another person. It usually involves a pattern of behaviour that is intended to intimidate, offend, degrade, humiliate or exploit a known vulnerability. In certain situations, it can also be a single significant incident.

Examples of what constitutes harassment when repeated or one single severe event

- Unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises.
- Making rude, degrading or offensive remarks.
- Making jokes verbally or through e-mail and/or any social media platform that are offensive.
- Making gestures that seek to intimidate.
- Engaging in reprisals for having made a harassment complaint.
- Discrediting a person by spreading malicious gossip or rumours, ridiculing them, humiliating them, criticizing them persistently or constantly, calling into question their convictions or their private life, belittling a person's opinions consistently, shouting abuse at them, unconsciously undermining or deliberately undermining a person's work.
- Preventing a person from expressing themselves, yelling at the person, threatening, constantly interrupting that person, prohibiting the person from speaking to others.
- Compelling the person to perform tasks that are inferior to their competencies that demean or belittle them, setting the person up for failure, name calling in private or in front of others.
- Excluding or isolating the person by no longer talking to them, denying or ignoring their presence, distancing them from others.
- Destabilizing the person by making fun of their beliefs, values, political and/or religious choices, and mocking their weak points.
- Harassing a person based on a prohibited ground of discrimination (as described in the [Canadian Human Rights Act](#) or other human rights legislation).

Examples of what does not constitute harassment

- Normal exercise of management's right to manage such as the day-to-day management of operations, performance at work or absenteeism, the assignment of tasks, reference checks, and the application of progressive discipline, up to and including termination, constitute the legitimate exercise of management's authority. Note: While exercising the normal managerial functions is not harassment, how such functions are exercised can potentially give rise to the potential for harassment or perceptions of harassment. Workplace conflict in and of itself does not constitute harassment but could turn into harassment if no steps are taken to resolve the conflict.
- Work related stress in and of itself does not constitute harassment, but the accumulation of stress factors may increase the risk of harassment.
- Difficult conditions of employment, professional constraints, and organizational changes.
- A single or isolated incident such as an inappropriate remark or having an abrupt manner.
- A social relationship welcomed by both individuals.
- Friendly gestures among co-workers such as a pat on the back unless it was made clear that it was unwelcomed and unwanted.



To help frame the situation, ask yourself:

- What was the context in which the incident(s) took place?
- Was the behaviour improper?
- Was the behaviour directed at me?
- Was I offended by the behaviour?
- Did the incident occur within the scope of the Policy?
- Was this the first incident or is it a series of incidents?
- What is my work relationship with this individual?
- Are individuals doing things, saying things to make me feel uncomfortable?
- Would a reasonable person well informed of all the circumstances and finding themselves in the same situation as yours view the conduct as unwelcome or offensive? The behaviour in question is not only assessed by the impact or effect on yourself, but it is also assessed against a reasonably objective standard.
- Did the behaviour exceed the reasonable and usual limits of interaction in the workplace? Would a reasonable person be offended or harmed by this conduct?
- As I describe and evaluate my work environment, are there other factors contributing to the situation (level of stress, workload, professional constraints, etc.)?
- Am I being singled out and treated differently than my colleagues, being given the "silent treatment"?
- Is the incident related to my work performance?
- Am I being criticized regularly even though my standards have not changed and my performance has always been satisfactory or better?
- Am I being blamed for mistakes I believe are not my fault?
- What impact(s) and/or consequences did this incident(s) have on me?
 - Physically?
 - Emotionally?
 - Professionally?
- Are the working relationships different from any I have previously experienced?
- Are individuals putting me at risk in some way?
- How would this behaviour be perceived by other work colleagues?
- Are there other factors in my life that could impact on my reaction to this event?
- Is this usual behaviour for the individual? Are there any personal or professional circumstances that are contributing to their behaviour?

- Have I spoken to the individual and tried to clarify the situation? Have I informed them of the impact the situation has had on me?
- Have I asked them to stop the behaviour?
- Has the other person expressed regrets and stopped or has the behaviour continued?
- Have I considered resolving the situation through informal means of conflict resolution, such as a facilitated discussion, coaching or mediation?
- If I choose to file a complaint, will it be done in good faith, characterized by the intention to honestly inform?

Impacts

- Absenteeism
- Turnover and recruitment problems
- Risk for errors and accidents
- Stress and anxiety
- Decreased morale, productivity and motivation

Suggestions for responding

- Try to stay calm.
- If possible, firmly tell the person that their behaviour is unacceptable and ask them to stop.
- Ask to have a supervisor, a union member or steward present when communicating with this person.
- Document the incidents (dates, witnesses, comments, etc.).
- Ask your union for help; they are there to help and support you.

The employer's responsibilities

- The employer has a legal obligation to make sure the workplace is free from harassment, discrimination, violence and bullying.
- Assessing the workplace for potential harassment and violence.
- Advising respondents their actions will not be tolerated and if they continue, they will be disciplined.
- Providing supervision of employees in the workplace.
- Taking appropriate actions with respondents.
- Referring employees to an Employee Assistance Program (EAP) counsellor or any other service agency appropriate for the parties.
- Providing training where needed.
- Reporting to the police any threats of bodily harm or attacks by the respondent. An incident report should be completed and sent to the employer immediately.
- Taking appropriate steps to ensure similar incidents do not happen in the future.

2. Domestic violence at work

Can work be safe when home isn't?

In 2014, the Centre for Research and Education on Violence Against Women and Children (CREVAWC) and the Canadian Labour Congress (CLC) released the results of a comprehensive study on domestic violence in the workplace. Of the 8,429 respondents, more than one-third reported having experienced domestic violence in their lives.

Women, racialized, Indigenous and LGBTQ2+ people and persons with a disability experience the highest rates of victimization. Men also experience this type of violence, but to a lesser degree.

Domestic violence can have serious impacts on the workplace. In the study, 82 per cent of those who experienced domestic violence found that it negatively affected their work performance, whether it was through distraction, fatigue, lateness, interruptions at work from the abuser, poor concentration and/or absenteeism.

All the details of the study are in the report [CAN WORK BE SAFE, WHEN HOME ISN'T? Initial Findings of a Pan-Canadian Survey on Domestic Violence and the Workplace.](#)

Every worker has the right to feel safe. It is our obligation to stop domestic violence and protect those who are affected by it.

You can find more information on domestic violence at the [CLC Domestic Violence at Work Resources Centre.](#)

PSAC has negotiated, and continues to negotiate leave provisions in collective agreements to support employees who experience domestic violence. Check to see if your collective agreement contains these provisions.

3. What can locals do?

Steps for locals to prevent, respond and support

If you notice members are being affected by violence or harassment in the workplace, reach out and support them.

Educate members on policies and procedures to deal with violence and harassment.

Workplace violence and harassment prevention policy

The employer should develop and display a workplace violence prevention policy, setting out their obligations as an employer:

- to provide a safe, healthy, harassment-free and violence-free workplace.
- to dedicate sufficient attention, resources and time to address factors that contribute to workplace violence and harassment including, but not limited to bullying, teasing, abusive and other aggressive behavior.
- to communicate to employees information about factors contributing to workplace violence and harassment.
- to ensure that employees know the steps to take if someone is a victim of violence or harassment.
- to assist employees exposed to workplace violence or harassment.

Health and safety committees

It is the employer's responsibility to train members of workplace health and safety committees.

Grievances, complaints and claims

All workplace violence situations must be dealt with under the health and safety procedures of the *Canada Labour Code* or the provincial or territorial legislation/regulation that applies. However, there may be instances where grievances are also warranted because there are limited individual and systemic remedies under the health and safety process. The local should provide advice and guidance as well as representation.

1. Corrective measures grievance

Employees who have lost pay, leave and/or benefits because of violence in the workplace should file a grievance as soon as possible. In general, the grievance will relate to the leave provisions in the collective agreement. As a result, corrective measures could include – but are not limited to – loss of wages, sick leave, vacation leave or compensatory leave.

2. No-discrimination grievance

Harassment and/or violence based on a prohibited ground constitutes discrimination, which is contrary to the no discrimination article and/or harassment articles in the collective agreement and federal, provincial and territorial human rights acts. As with all violations of the no discrimination article, members should file a grievance within the prescribed timelines.

The prohibited grounds under the *Canadian Human Rights Act* are race, national or ethnic origin, colour, religion, age, sex, gender identity, sexual orientation, marital status, family status, disability, genetic characteristics and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered. There may be other grounds in provincial and territorial human rights legislation (e.g. social status, political belief or activity, etc.)

Visit the [Canadian Human Rights Commission](#) or your [provincial/territorial human rights commission](#) website for additional resources.

3. Member against member complaints

It may happen that the person accused of violence and/or bullying is a union member. Your component or PSAC regional office can help with representation.

4. Human rights complaint

Where harassment and/or violence is linked to a prohibited ground under the *Canadian Human Rights Act* or other applicable human rights legislation, members may also file a complaint with their respective Human Rights Commission or the tribunal that covers their workplace. This should be done at the same time as filing a discrimination or harassment grievance and any recourse mechanism pursued under the *Canada Labour Code* or the provincial or territorial legislation/regulation that applies. This is to protect timelines to file a human rights complaint in case the grievance process is not accessible (e.g. timeline to file a grievance has passed) or the grievance process is taking an unreasonable amount of time. Most human rights agencies –but not all – will not look at a human rights grievance in a unionized workplace unless the grievance process is exhausted.

5. Workers' compensation claim

Members who are victims of an incident, where there is, or might be, a compensable injury related to their work, should file a worker's compensation claim (even if they did not take leave from work). The workers' compensation claim can protect them if they develop any physical or psychological problems. Locals should help with the wording as well as the procedure and the appeal of the claim if it is denied, with assistance from your PSAC regional office.

4. Filling a workers' compensation claim

Need help?

Ask a member of your local executive, your component or your PSAC regional office for assistance in the wording of your workers' compensation claim.

If you are a victim of harassment and or violence in the workplace ("psychological harassment" in Quebec), you should file a workers' compensation claim in your work jurisdiction.

According to a PSAC survey on violence in the workplace, less than 3% of victims of workplace violence filed a workers' compensation claim.

What is a workers' compensation claim?

A workers' compensation claim is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment.

All PSAC members are covered by the compensation board in the province or territory in which they work, not on the province or territory where they live.

How do I file a claim?

When you see your doctor or health-care practitioner, you must advise them that the injury occurred at work.

You must fill out a claim form to the workers' compensation board covering your workplace and send any relevant medical information. The name of the worker's compensation board is different in every province and territory. Contact your PSAC regional officer for advice.

Each province has a time period to file a claim so make sure that you file your claim before the deadline.

What else do I need to know?

1. Should the claim be allowed, you may be entitled to benefits for lost time due to injury.
2. While all PSAC members are covered under a workers compensation board, some provinces and territories have policies on how to deal with mental stress claims as a result of violence, harassment and bullying, while others do not. (See the [Definitions under different laws and regulations section](#) for details.)
3. If your claim is denied (e.g. due to a lack of medical information or unclear wording on your claim), discuss your case with a PSAC regional health and safety representative to see if you should appeal your denial. All workers' compensation boards have an appeal process with a strict deadline, so do not wait.

Your PSAC regional office can help you. You can also visit your province or territory's workers' compensation website for further information.

You are not alone, your union is here to help you.

5. Violence and harassment risk factor checklist

Understanding violence and harassment

The language in this section is part of the [Work Place Harassment and Violence Prevention \(HVP\) – 949-1-IPG-104](#) regulations. Please note that these regulations only apply to workers in the federal sector. However, this is a useful checklist, regardless of the jurisdiction.

Risk factors – workplace violence and harassment

There are various risk factors that may contribute to workplace harassment and violence. Some of these risk factors include: client characteristics, physical work environment, work activity/culture, job factors, and other external factors. Below are some examples of risk factors.

Client (Third Party) characteristics

Working with clients that exhibit certain characteristics can put employees at greater risk of harassment and violence. This can include working with:

- Members of the public who are frustrated with the system, in shock, or angry for example, clients (or their relatives) who may lash out at the closest person.
- Clients who have a history of violence.
- Clients who are unable to control their behavior because of mental health conditions, emotional disorders, or a brain injury (such as resulting from a concussion, etc.).
- Clients who have racist, sexist, homophobic, transphobic, ableist, xenophobic, Islamophobic, or otherwise discriminatory attitudes and/or behavior.
- Clients who may be under the influence of drugs or alcohol.

Physical work environment

Certain work environments and workplace designs can result in additional risks that may lead to harassment and violence. This can include:

- Working alone, in small numbers or in isolated or low-traffic areas (for example, isolated reception area, washrooms, storage areas, utility rooms).
- Working in community-based settings (for example, home visitors).
- having a mobile workplace.
- Working in an area that has poor visibility of clients.
- Working in an area that is cramped, requiring employees to work in close proximity to other employees or clients.
- Working in an environment with high noise levels.
- Working without required personal protective equipment.

Work activity/culture:

- Working with the public.
- Handling money, prescription medication or items of significant value.
- Working with unstable or volatile persons (for instance, criminal justice system employees who work with inmates).
- Working on premises where alcohol is served.
- Working in an environment that tolerates or promotes racist, sexist, homophobic, ableist, or otherwise discriminatory attitudes and behaviours.
- Working in an environment that is not diverse or there are very few persons from groups covered under human rights legislation.
- Working in an environment where power is misused or abused.

Job factors

Aspects specific to a job, such as the mental and physical demands of the job, can result in additional hazards that may lead to harassment and violence. This can include, working in an environment where there is:

- Limited control over how work is done.
- Excessive workload or inadequate resources to complete work.
- Unreasonable or tight deadlines leading to high stress.
- Confusing, conflicting or unclear job or roles.
- Limited job security.
- Limited or inadequate training and resources; and.
- Working during periods of intense organizational change (for example, strikes, privatization, restructuring, downsizing).

Other external or internal factors

Other external factors that may result in harassment and violence include:

- Family or domestic violence, such as a family member or (ex) partner:
 - threatening an employee or co-workers either verbally or over the phone/email
 - stalking the employee
 - verbally abusing the employee or co-workers
 - destroying the employee or organization's property
 - physically harming the employee and/or co-workers
 - inadequate training on harassment and violence prevention, including the employer's workplace harassment and violence prevention policy

6. Glossary

Abuse: To hurt or inflict damage on another person, either emotionally, physically or both.

Accident: An unplanned event that causes harm to people or damage to property.

Assault: Applying force intentionally on another person, directly or indirectly, without that person's consent or when a person attempts or threatens to apply force.

Discrimination based on a prohibited ground: Unequal, unfair and differential treatment of individuals who are members of particular social groups that have been historically disadvantaged. Discrimination based on human rights grounds or "prohibited grounds" listed in *Canadian Human Rights Act* include race, nationality, ethnicity, sex, gender identity, sexual orientation, genetic characteristics, age, religion, marital or family status, criminal conviction, or physical or mental health related disability. Some provincial and territorial human rights legislations include other grounds such as social status, political beliefs or association, as a "prohibited ground" as well.

Discrimination may be intentional or unintentional. It may be overt differential treatment. It may also be systemic or institutionalized in policies, procedures and practices. If a behaviour or practice has a disproportionate, negative effect on a particular prohibited ground, it is discrimination. Negative effect includes being deprived of benefits or opportunities or privileging others to those benefits and opportunities.

Domestic violence: Any form of physical, sexual, emotional or psychological abuse, including financial control, stalking and harassment. It occurs between opposite or same-sex intimate partners, who may or may not be married, common law, or living together. It can also continue to happen after a relationship has ended.

Harassment: Act of engaging in a course of vexatious comment or conduct against a worker that is known or ought reasonably to be known to be unwelcome.

Harassment includes:

- a. Verbal, physical or visual forms of harassment;
- b. Behavior or expression that could offend any reasonable person;
- c. Inappropriate conduct that may or may not be intentional;
- d. A series of conduct or comments that happens one time or over a period of time, if the incident is serious, egregious and/or constitutes a threat;
- e. Incidents where the victim does not expressly object to the harassment;
- f. Unwelcome comments or conduct which may or may not be directed at a specific person; and
- g. Comments or conducts that ridicule or disparage a group that could cause humiliation, insult, apprehension or disruption that poisons the environment.

Harassment (human rights): Harassment based on human rights grounds or “prohibited grounds” listed in Canadian Human Rights Act include race, nationality, ethnicity, sex, gender identity, sexual orientation, genetic characteristics, age, religion, marital or family status, criminal conviction, or physical or mental health related disability. Some provincial and territorial human rights legislations include other grounds such as social status, political beliefs or association, as a “prohibited ground” as well.

Harassment (personal): Also known as non-human rights harassment, is not limited to the “grounds” and is defined as repeated conduct which is hostile or unwanted, and includes verbal comments, actions or gestures that affect a member’s dignity, psychological integrity or physical integrity, resulting in a harmful environment.

Harassment (psychological): Any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

Harassment (sexual): Harassment of a sexual nature. It can include touching, comments, sexual jokes or unwanted sexual suggestions or advances.

Mobbing: A type of group behaviour by co-workers to exclude, punish or humiliate a targeted worker. It is best described as group bullying.

Rudeness: Offensive or undignified behavior that is deemed to be socially unacceptable or inconsiderate. It does not constitute bullying unless it is aimed towards a target with the intent to victimize.

Workplace bullying: Bullying is a form of harassment. Repeated, persistent aggressive behaviour between employees in or outside a workplace that escalates over time and leads to victimization of a person. It includes any inappropriate conduct or comments by a person toward a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. It excludes any reasonable action taken by an employer relating to the management of workers.

Workplace violence: Any action, conduct, threat or gesture of a person toward an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that employee.

APPENDIX A –

Definitions under different laws and regulations

Get to know how harassment is dealt with under human rights legislation and the different definitions of harassment and violence under occupational health and safety laws and regulations at the federal, provincial or territorial level in Canada. Note that if harassment is not specifically mentioned in human rights legislation, then it falls within the discrimination provisions of the Act.

FEDERAL

Canada Labour Code, section 122 (1), part II

Harassment and violence means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment.

Canadian Human Rights Act

Harassment

- **14 (1)** It is a discriminatory practice,
 - (a) in the provision of goods, services, facilities or accommodation customarily available to the general public,
 - (b) in the provision of commercial premises or residential accommodation, or
 - (c) in matters related to employment, to harass an individual on a prohibited ground of discrimination.

Sexual harassment

- **(2)** Without limiting the generality of subsection (1), sexual harassment shall, for the purposes of that subsection, be deemed to be harassment on a prohibited ground of discrimination.

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ALBERTA

Occupational Health and Safety (OHS) Act, part I, section I, subsection (yy)

Violence

Whether at a work site or work related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury or harm, and includes domestic or sexual violence.

OHS Act, part I, section I, subsection (q)

Harassment

Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

- i. conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- ii. a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Alberta Human Rights Act

Discrimination re employment practices

7 (1) No employer shall

- a. refuse to employ or refuse to continue to employ any person, or
- b. discriminate against any person with regard to employment or any term or condition of employment,

because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.

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BRITISH COLUMBIA

OHS Regulation, section 4.27

Violence

means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

WorkSafe BC

Prevention Manual

Policies Applying to the OHS Provisions of the Workers Compensation Act

Part 2 Division 4 – General Duties of Employers, Workers and Others

Employer Duties - Workplace Bullying and Harassment ITEM: P2-21-2

Bullying and harassment

- a. includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b. excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

British Columbia Human Rights Code

Discrimination in employment

13 (1) A person must not

- a. refuse to employ or refuse to continue to employ a person, or
- b. discriminate against a person regarding employment or any term or condition of employment

because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

(2) An employment agency must not refuse to refer a person for employment for any reason mentioned in subsection (1).

(3) Subsection (1) does not apply

- a. as it relates to age, to a bona fide scheme based on seniority, or
- b. as it relates to marital status, physical or mental disability, sex or age, to the operation of a bona fide retirement, superannuation or pension plan or to a bona fide group or employee insurance plan, whether or not the plan is the subject of a contract of insurance between an insurer and an employer.

(4) Subsections (1) and (2) do not apply with respect to a refusal, limitation, specification or preference based on a bona fide occupational requirement.

MANITOBA

OHS Regulation, part 1, section 1 (1)

Violence

- a. the attempted or actual exercise of physical force against a person; and
- b. any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Harassment

Means

- a. objectionable conduct that creates a risk to the health of a worker; or
- b. severe conduct that adversely affects a worker's psychological or physical well-being.

The Domestic Violence and Stalking Act, section 2 (1.1)

Domestic violence means:

- a. an intentional, reckless or threatened act or omission that causes bodily harm or property damage;
- b. an intentional, reckless or threatened act or omission that causes a reasonable fear of bodily harm or property damage;
- c. conduct that reasonably, in all the circumstances, constitutes psychological or emotional abuse;
- d. forced confinement;
- e. sexual abuse.

The Domestic Violence and Stalking Act, section 2 (2)

Stalking

Stalking occurs when a person, without lawful excuse or authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, repeatedly engages in conduct that causes the other person reasonably, in all the circumstances, to fear for their own safety.

Manitoba Human Rights Code

Discrimination in employment

14(1)

No person shall discriminate with respect to any aspect of an employment or occupation, unless the discrimination is based upon bona fide and reasonable requirements or qualifications for the employment or occupation.

"Any aspect", etc. defined

14(2)

In subsection (1), "**any aspect of an employment or occupation**" includes

- a. the opportunity to participate, or continue to participate, in the employment or occupation;
- b. the customs, practices and conditions of the employment or occupation;
- c. training, advancement or promotion;
- d. seniority;
- e. any form of remuneration or other compensation received directly or indirectly in respect of the employment or occupation, including salary, commissions, vacation pay, termination wages, bonuses, reasonable value for board, rent, housing and lodging, payments in kind, and employer contributions to pension funds or plans, long-term disability plans and health insurance plans; and
- f. any other benefit, term or condition of the employment or occupation.

NEW BRUNSWICK

OHS Regulation 91-191, section 2

Harassment, in a place of employment, means any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome, including bullying or any other conduct, comment or display made on either a one-time or repeated basis that threatens the health or safety of an employee, and includes sexual harassment, but does not include reasonable conduct of an employer in respect of the management and direction of employees at the place of employment;

Violence, in a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence;

New Brunswick Human Rights Act

Discrimination in employment

4(1) No person shall, based on a prohibited ground of discrimination,

- a. refuse to employ or continue to employ any person, or
- b. discriminate against any person in respect of employment or any term or condition of employment.

Sexual harassment

10 (1) The following definitions apply in this section.

“association” means an employers’ organization, a trade union, a professional association or a business or trade association. (association)

“representative” means a person who acts on behalf of an association or another person. (représentant)

“sexually harass” means engage in vexatious comment or conduct of a sexual nature that is known or ought reasonably to be known to be unwelcome. (harceler sexuellement)

10 (2) No employer, representative of the employer or person employed by the employer shall sexually harass a person employed by the employer or a person seeking employment with the employer.

10 (3) No association or representative of the association shall sexually harass a member of the association or a person seeking membership in the association.

10 (4) No person who provides goods, services, facilities or accommodation to the public, nor any representative of that person, shall sexually harass a recipient or user, or a person seeking to be a recipient or user, of those goods, services, facilities or accommodation.

10 (5) No person who provides commercial or residential premises to the public, nor any representative of that person, shall sexually harass an occupant, or a person seeking to be an occupant, of those premises.

10 (6) For the purposes of this section

- a. an act committed by an employee or representative of a person shall be deemed to be an act committed by the person if the person did not exercise the diligence appropriate in the circumstances to prevent the commission of the act,
- b. an act committed by an employee or representative of an association shall be deemed to be an act committed by the association if an officer or director of the association did not exercise the diligence appropriate in the circumstances to prevent the commission of the act, and
- c. an act committed by an officer or director of an association shall be deemed to be an act committed by the association.

NEWFOUNDLAND AND LABRADOR

OHS Regulation, section 22.1

Violence

means the attempted or actual exercise of physical force to cause injury to a worker and includes threatening statements or behaviour which gives a worker reason to believe that he or she is at risk of injury.

Workplace Harassment

means inappropriate vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended or intimidated.

Newfoundland and Labrador's Human Rights Act

Discrimination in Employment

14.(1) An employer, or a person acting on behalf of an employer, shall not refuse to employ or to continue to employ or otherwise discriminate against a person in regard to employment or a term or condition of employment on the basis of a prohibited ground of discrimination, or because of the conviction for an offence that is unrelated to the employment of the person.

Harassment in establishment prohibited

17. A person in an establishment shall not harass another person in the establishment on the basis of a prohibited ground of discrimination.

Sexual solicitation prohibited

18. (1) A person who is in a position to confer, grant or deny a benefit or advancement to another person shall not engage in sexual solicitation or make a sexual advance to that person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.

(2) A person who is in a position to confer or deny a benefit or advancement to another person shall not penalize, punish or threaten reprisal against that person for the rejection of a sexual solicitation or advance.

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NORTHWEST TERRITORIES and NUNAVUT

OHS Regulation, section 34 (1)

Harassment

means, subject to subsections (2) and (3), a course of vexatious comment or conduct at a work site that

- a. is known or ought reasonably to be known to be unwelcome;
- b. and constitutes a threat at the work site to the health or safety of a worker.

OHS Regulation, section 34 (2)

To constitute harassment for the purposes of subsection (1), any one of the following must have occurred:

- a. repeated conduct, comments, displays, actions or gestures; or
- b. a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker's health or safety.

OHS Regulation, section 35 (1)

Violence

means attempted, threatened or actual conduct of an individual that causes or is likely to cause injury, such as a threatening statement or behaviour that gives a worker a reasonable belief that he or she is at risk of injury.

Northwest Territories Human Rights Act

Harassment

14. (1) No person shall, on the basis of a prohibited ground of discrimination, harass any individual or class of individuals

- a. in the provision of goods, services, facilities or accommodation;
- b. in the provision of commercial premises or residential accommodation; or
- c. in matters related to employment.

Definition: (2) In subsection (1), "harass", in respect of an "harass" individual or class of individuals, means engage in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome by the individual or class.

Nunavut Human Rights Act

Harassment

7(6) No person shall, on the basis of a prohibited ground of discrimination, harass any individual or class of individuals

- a. in the provision of goods, services, facilities or contracts;
- b. in the provision of commercial premises or residential accommodation;
- c. in matters related to employment; or
- d. in matters related to membership in an employees' organization, trade union, trade association, occupational or professional association or society, employers' organization or co-operative association or organization.

NOVA SCOTIA

Violence in the Workplace Regulations, section 2 (f)

Violence

Means any of the following:

- i. threats, including a threatening statement or threatening behaviour that gives an employee reasonable cause to believe that the employee is at risk of physical injury,
- ii. conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.”

Human Rights Act, section 3 (ha)

Harassment

means to engage in a course of vexatious conduct or comment that is known or ought reasonably to be known to be unwelcome.

Human Rights Act, section 3 (o)

Sexual harassment

means

- i. vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome,
- ii. a sexual solicitation or advance made to an individual by another individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome, or
- iii. a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

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ONTARIO

OHS Act, section 1 (1)

Workplace Violence

means

- a. the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b. an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c. a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.”

Workplace Harassment

means

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b. workplace sexual harassment;

Workplace Sexual Harassment

means

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

OHS Act, section 32.0.4

Domestic Violence

If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker.

Ontario Human Rights Code

“harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome;

Employment

5 (1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Harassment in employment

(2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Sexual harassment

Harassment because of sex in workplaces

7(2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by their employer or agent of the employer or by another employee.

Sexual solicitation by a person in position to confer benefit, etc.

(3) Every person has a right to be free from,

- a. a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- b. a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

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PRINCE EDWARD ISLAND

OHS Act, section 52.1

Violence

means the threatened, attempted or actual exercise of any physical force by a person other than a worker that can cause, or that causes, injury to a worker, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that he or she is at risk of injury.

Workplace Harassment Regulations (under the Health and Safety Act), part 1, section 1 (b)

Harassment

means any inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on a worker's psychological or physical health or safety, and includes

- i. conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, gender identity or pregnancy, and
- ii. inappropriate sexual conduct that is known, or ought reasonably to be known, to the person responsible for the conduct to be unwelcome, including, but not limited to, sexual solicitations or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images, or unwanted physical contact.

Section 2 (1)

For greater certainty, harassment as defined in clause 1(b) includes both

- a. repeated inappropriate conduct, comments, displays, actions or gestures or incidents of bullying that have a harmful effect on the worker's psychological or physical health or safety; and
- b. a single occurrence of inappropriate conduct, comment, display, action or gesture or bullying that has a harmful effect on the worker's psychological or physical health or safety.

Prince Edward Island Human Rights Act

6. Discrimination in employment prohibited

Discrimination in employment prohibited (1) No person shall refuse to employ or to continue to employ any individual

- a. on a discriminatory basis, including discrimination in any term or condition of employment;
- or
- b. because the individual has been convicted of a criminal or summary conviction offence that is unrelated to the employment or intended employment of the individual.

QUEBEC

Labour Standards Act, section 81.18

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 or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature.

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

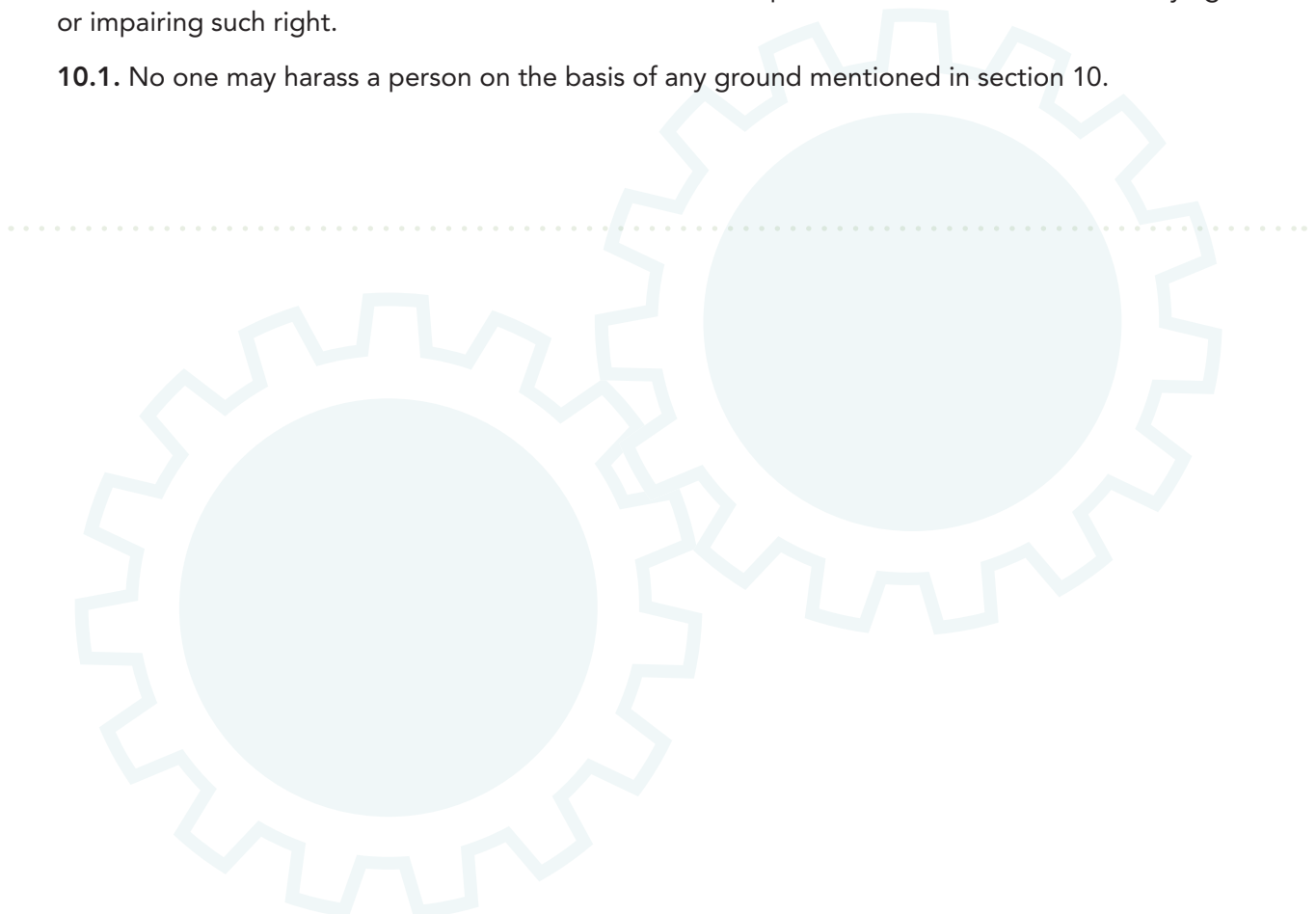
No formal definition of workplace violence.

Charter of Human Rights and Freedoms

10. Every person has a right to full and equal recognition and exercise of their human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right.

10.1. No one may harass a person on the basis of any ground mentioned in section 10.



SASKATCHEWAN

Employment Act, section 3-1 (1) (l)

Harassment

Any inappropriate conduct, comment, display, action or gesture by a person:

(i) that either:

- a. is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- b. subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker;

OHS Regulation, section 37.1

Violence

means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Saskatchewan Human Rights Code

Discrimination in employment prohibited

16 (1) No employer shall refuse to employ, refuse to continue to employ or otherwise discriminate against a person or class of persons with respect to employment, or a term or condition of employment, on the basis of a prohibited ground. (2) No employee shall discriminate against another employee on the basis of a prohibited ground.

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YUKON

Important: The following definitions will come into effect in September 2021.

Occupational Health and Safety Act, section 1.02

Violence

Means any of the following that occurs in a workplace or is work-related:

- a. the threatened, attempted, or actual exercise of physical force by a person that causes, or is likely to cause, an injury to a worker; or
- b. a threatening statement made or any conduct engaged in by a person that gives a worker reasonable cause to believe that the worker is at risk of injury;

In these Regulations, **harassment** of a worker by a person

- a. means bullying, or any other objectionable conduct or inappropriate comment, by the person
 - (i) that occurs in a workplace or is work-related,
 - (ii) that the person knows, or ought reasonably to know, is likely to be unwelcome, and
 - (iii) that adversely affects the worker's physical or psychological well-being or constitutes a threat to the worker's health and safety;
- b. includes the person engaging in bullying or a course of inappropriate comments to, or in relation to, the worker, or a course of objectionable conduct against the worker
 - (i) that occurs in a workplace or is work-related,
 - (ii) that the person knows, or ought reasonably to know, is likely to be unwelcome, and
 - (iii) that relates to, or is motivated by, the worker's sex, sexual orientation, gender identity or gender expression; and
- c. does not include reasonable conduct of a person who is an employer or supervisor in respect of the management or workers or a workplace.

Yukon Human Rights Act

Harassment

14 (1) No person shall (a) harass any individual or group by reference to a prohibited ground of discrimination; (b) retaliate or threaten to retaliate against an individual who objects to the harassment.

(2) In subsection (1), "harass" means to engage in a course of vexatious conduct or to make a demand or a sexual solicitation or advance that one knows or ought reasonably to know is unwelcome.

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APPENDIX B – Strengths and weaknesses of federal formal harassment recourse processes

Summary

METHOD	STRENGTHS	WEAKNESSES
Grievance Procedure	<p>When a grievance is filed, the employer may initiate the harassment process including an investigation.</p> <p>A neutral third party with labour expertise can make ultimate decision if grievance is arbitral.</p> <p>Addresses the individual, and systemic forms of harassment, as well as discrimination. (Therefore, can address broader or all human rights issues other than harassment.)</p> <p>Can provide individual and systemic remedies, as well as damages. Can make the person whole.</p>	<p>Length of process if all steps are used.</p> <p>In some instances, the grievance is put into abeyance until an investigation is undertaken. The union may have limited input in selecting the investigator and process.</p> <p>There is limited time to file complaints after the harassment occurred.</p>

<p><u>Harassment and Violence Prevention Regulations and Legislation under the Canada Labour Code, including the Employer's Policy</u></p>	<p>A mandatory process in which the employer's designated recipient must engage with the principal party.</p> <p>Options are available for conciliation and resolving the matter with the parties and may lead to an investigation.</p> <p>The way the employer will protect the privacy of all parties (principal party, responding party and witnesses) is contained in the violence and harassment prevention policy.</p> <p>Workers are trained on understanding the process as well as understanding the policy.</p>	<p>Does not necessarily address systemic issues.</p> <p>Focused on prevention of further occurrences and offers no remedy.</p> <p>No investigation for third party violence or harassment, even if systemic.</p> <p>Does not apply to workplaces that are not federally regulated.</p>
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<p>Complaint under human rights legislation</p>	<p>Extensive expertise and experience in human rights.</p> <p>Force of a legal order to enforce the remedy.</p> <p>Addresses the individual, and systemic forms of harassment, as well as discrimination. (Therefore, can address broader or all human rights issues other than harassment).</p> <p>Can provide individual and systemic remedies, as well as damages.</p> <p>Some human rights agencies (e.g Ontario) mandate some form of mediation via the human rights commission as part of its process which may be more effective and faster. In mediation, remedies can be more creative and go beyond those prescribed by legislation.</p>	<p>May only be used in cases of human-rights related harassment.</p> <p>Limited role for the union unless the complainant agrees to have union representation.</p> <p>Formal procedures and processes that must be followed.</p> <p>Most (but not all) human rights commissions will require a complainant to exhaust internal/ formal workplace procedures, such as the grievance procedure, before the commission will investigate a human rights complaint.</p> <p>Length of time to hear complaints can be long.</p> <p>There is limited time to file complaints after the harassment occurred.</p>
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APPENDIX 1C



Employee
Assistance
Services

Services
d'aide aux
employés

Workplace Harassment and Violence Risk Assessment and Implementation Plan

Name of organization:

Site Name: *CITY, PROVINCE*

Applicable Partner:

Date: 2022/07/12

Indicate with a checkmark if this is the initial assessment or a reassessment. Indicate when the last assessment was conducted (if applicable) and when the next assessment is planned.

Initial Assessment

Reassessment

Today's Date:

Previous Assessment Date (if applicable):

Next Planned Assessment Date:

WELCOME TO THE WORKPLACE VIOLENCE AND HARASSMENT RISK ASSESSMENT TOOL (French version follows / La version française suit)

PURPOSE:

According to the Work Place Harassment and Violence Prevention Regulations (the regulations), an employer and the applicable partner (AP) must jointly:

Conduct a workplace assessment to identify the risk factors, internal and external to the work place, that contribute to harassment and violence in the work place;

- Develop and implement preventive measures that mitigate the risk of harassment and violence in the workplace;
- Develop an implementation plan for ongoing preventive measures; and
- Implement the preventive measures in accordance with the implementation plan.

This document covers both the risk assessment exercise as well as the implementation plan.

It includes implemented preventive and corrective measures that reflect the following priorities:

- Eliminating the hazard;
- Implementing controls to reduce the risks related to hazards that cannot be eliminated;
- Implementing use of personal protective equipment in applicable circumstances; and-
- Implementing processes to respond to issues that can affect psychological health and safety, whether they relate to organizational factors, or to other factors, such as personal factors.

HISTORY AND METHODOLOGY:

Health Canada's Employee Assistance Services (EAS) has developed this tool to reflect the requirements under Bill C65. In accordance with the National Standard on Psychological Health and Safety and Guarding Min Work, we have developed a list of Risk Factors that fit within each psychosocial category set out in the Standard. The Risk Categories we have set out align with the factors from the Standard as follows:

- Organizational Culture
- Psychological and Social Support
- Clear Leadership & Expectations
- Civility & Respect
- Psychological Demands
- Growth & Development
- Recognition & Reward
- Involvement & Influence
- Workload Management
- Engagement
- Balance
- Psychological Protection
- Protection of Physical Safety

The individual risk factors were determined by looking at the PSES survey and aligning the survey questions to the risks of violence and harassment in the workplace.

The Rating Continuum

The rating continuum in the following Continuum tab will be used to assess any risks identified and determine whether appropriate prevention and protection measures are in place and if not, provide recommendations to mitigate risks. All of the elements are taken into consideration to determine the estimated risk. While there may be potential for severe risk and/or severity of harm, the estimated risk could still result in a 1 rating if there is evidence of sufficient and effective prevention and/or protection measures in place. No additional measures would be required.

PROCESS:

Preparation Phase:

The purpose of the preparation phase is to review the potential list of risk factors and data sources and identify what applies to this particular assessment. We have prepopulated typical risk factors and data sources have also prepopulated the results of the PSES survey questions that apply to the Psychosocial Factor in question. It is important to note that the PSES provides us with both a source of data for analyzing risk factors also a potential list of its own risk factors. Take the following steps:

Step 1: Review the definitions for the broad psychosocial factors (definition tab)

Step 2 - Review the PSES results to determine potential risks and include PSES in column G as the data being used for the specific risk factor (column B)

Step 3 - Review the list of risk factors (column E)

Step 4 - Review the list of Prevention/Protection measures to determine which ones are in place for each specific risk factor and place them in column F

NOTE: at the bottom of the column we have provided some examples. Add any additional measures that are in place for this psychosocial factor. Choose which measures apply to each risk factor and enter the corresponding number into the risk factor line.

Step 5 - Review the list of data to determine what data will be used to assess each individual risk factor and place it into Column E

NOTE: at the bottom of the column we have provided some examples. Add any additional information you may have for this psychosocial factor. Choose which data sources apply to each risk factor and enter the corresponding number into the risk factor line.

Analysis Phase:

In this phase apply the risk assessment continuum to identify the level of risk associated with the factors. We use the following steps:

Step 6 - Refer to the Continuum tab to determine the level of risk in the following way:

- a) determine the Likelihood of risk (from the Continuum table)
- b) determine the potential Severity of harm (from the Continuum table)
- c) determine the Risk Rating (from the Continuum Matrix)
- d) determine Risk Reduction Value of present Prevention/Protection Measures (from the Continuum Matrix)
- e) determine adjusted risk rating by subtracting d) from c)

Step 7 - Provide detail reasons for your ratings set out in Step 6 in column N

Implementation Plan Phase:

In this phase we determine what measures we should put in place to reduce the risk levels from the factors we have identified as other than low risk. We use the following steps:

Step 8 - Add measures in column P that will reduce the risk level you have identified for this specific risk factor. Also where there is a lack of data to analyze the risk, indicate measures to develop data for next assessment. Add the forecasted risk level after the proposed measures are implemented in column Q.

Step 9 - Determine who is responsible for implementing the recommendations related to the risk factors and also determine a deliverable date for implementation. See column R

***PREVENTATION AND/OR PROTECTION MEASURES:**

Actions required by the Employer and Applicable Partner in order to prevent and/or correct potential harassment and violent situations in the workplace from occurring

GATHERING WORKPLACE DATA

While we have prepopulated some data sources that could be used for each psychosocial factor, in this section we are offering further thoughts about data that might be available. Here is some advice from taken from other risk assessment projects around the world.

DATA SOURCE	HOW TO ANALYZE THE DATA
Records of sick leave with or without certificates	Look for trends and patterns (e.g. do some areas have higher numbers of absences or longer absences than others? Are the rates of absences or duration increasing?)
Annual or Long Service Leave	Look for types of illness in summary information – tension headaches or migraine, recurrent general ill-health such as colds or flu, digestive system ulcers, musculoskeletal disorders such as tendon or muscular soreness, etc. Examine data frequencies and trends for each workplace/workgroup.
Absenteeism records	Look at the pattern of use. Taking small amounts of time off is commonly associated with unpleasant working conditions and employee psychological health. Sometimes non-usage of leave may also indicate problems.
Workers' compensation claims	Look for trends and patterns (e.g. do some areas have higher numbers of absences or longer absences than others? Are the rates of absences or duration increasing?)
Complaints (i.e. Grievances, Bullying Complaints)	Examine Workers' Compensation claims for work-related stress, post-traumatic stress disorder, anxiety and depression etc. Also look for long duration claims, especially those involving sprains & strains or struck/assaulted by clients.
Incident and injury records	Look for trends and patterns. Are there common themes to complaints? Do some areas have more complaints than others? Are they any areas where the number of complaints is increasing?
Employee assistance programs	Workplace grievance information can also indicate issues that may give rise to psychological hazards in the workplace such as harassment, discrimination, work-related aggression and bullying.
Industrial relations records	Look at dates and times that coincide with other events, trends, etc. The pattern of small and large incidents can provide insights into the sources of psychological risk in a workplace.
Minutes of meetings	Summary data from usage, types of issues managed, etc. Is the usage increasing? Are similar issues arising?
Work schedule records	This can provide insights into the level of job dissatisfaction in the workplace. Industrial relations disputes are frequently associated with stress in the workplace.
Organisation's policies and procedures	Minutes of meetings e.g. OHS meetings, tool box meetings, staff meetings – look for issues that remain unresolved and reappear over time such as workload, changes in work roles, etc.
PSES Survey	Examine records of work schedules and how they were designed, records of long hours of work, planned and unplanned, and overtime usage.
Demographics Surveys or Data	Knowledge of – and compliance with – the organisation's policies and procedures for workplace consultation and issue resolution, and the prevention of work-related:
	<ul style="list-style-type: none"> - Harassment in the workplace - Violence in the workplace - Unfair treatment - Discrimination - Interpersonal conflict - Fatigue - Stress
	We have already prepopulated the survey results for your organization within the relevant psychosocial factor
	This will help with such identified risk factors as "Homogenous Workforce"

(Note: this table is adapted from WorkSafe Victoria's Stresswise – Preventing Work-Related Stress: A Guide for Employers in the Public Sector). We have added data sources relevant to Canadian federal government workplaces.

Direct observation

The Australian assessment guide offers this advice about direct observation:

Often a walk around the workplace which involves informal conversations with employees and directly observing how employees are working and interacting with each other can identify the presence of psychological risk factors in the work environment. For example, a conversation you have with an employee reveals that the work area is understaffed due to recent increases in client orders. The employee advised that they are experiencing high work pressure and subsequently has taken a number of sick days that week as the employee is dreading attending work. You may also observe how employees communicate in times of conflict. Is it constructive communication or do employees tend to use blame language and personal criticism rather than commenting on the standard of work required?

While it will be impractical for most Federal Government workplaces to do a "walk around" for the purposes of assessing most psychosocial factors, it may be necessary, in the face of lack of data, to do for the risk of violence in the workplace.

What is Psychological Health and Safety, according to Guarding Minds at Work?

"Psychological health comprises our ability to think, feel, and behave in a manner that enables us to perform effectively in our work environments, our personal lives, and in society. Psychological health problems occur on a spectrum, from common psychological difficulties such as from fatigue to severe psychological disorders.

Psychological safety is different - it deals with the risk of injury to psychological well-being. Improving psychological safety in a work setting involves taking precautions to avert injury or danger to employee psychological health that is within the influence and responsibility of an employer.

While psychological health and safety are deserving of equal protection it is important to note that, from a strategic perspective, ensuring safety in the sense of preventing psychological harm is a prerequisite to the promotion of health. A psychologically healthy and safe workplace is one that promotes employees' psychological well-being and actively works to prevent harm to employee psychological health due to negligent, reckless, or intentional acts."

Guarding Minds at Work Psychosocial Factors

Protection of Physical Safety - where management takes appropriate action to address physical hazards in order to protect the psychological health and safety of workers.

Psychological Protection - where employees' psychological safety is ensured.

Civility and Respect - where employees are respectful and considerate in their interactions with one another, as well as with customers, clients, and the public.

Clear Leadership and Expectations - where there is effective leadership and support so that employees know what they need to do, have confidence in their leaders, and understand impending changes.

Psychological and Social Support - where the organization is supportive of employees' psychological health concerns and provides assistance as needed.

Organizational Culture - the degree to which a work environment is characterized by trust, honesty, and fairness.

Workload Management - where assigned tasks and responsibilities can be accomplished successfully within the time available.

Balance - where there is recognition of the need for employees to be able to manage the demands of work, family, and personal life.

Engagement - where employees feel connected to their work, co-workers, and their organization, and are motivated to do their job well.

Growth and Development - where employees receive encouragement and support in the development of their interpersonal, emotional, and job skills.

Involvement and Influence - where employees are included in discussions about how their work is done and have input into decisions that impact their job.

Psychological Competencies and Demands - where there is good fit between employees' interpersonal and emotional competencies, their job skills, and the position they hold.

DEFINITION OF WORKPLACE HARASSMENT AND VIOLENCE: (Based on the Canada Labour Code, Part II) - Workplace harassment and violence - means any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment.

What is harassment and violence?

The following is a non-exhaustive list:

- aggressive or threatening behaviour, including verbal threats or abuse
- physical assault
- spreading malicious rumours or gossip about an individual or a group
- socially excluding or isolating someone
- damaging, hiding or stealing someone's personal belongings or work equipment
- persistently criticizing, undermining, belittling, demeaning or ridiculing someone
- swearing at someone or using inappropriate language toward them
- using the Internet to harass, threaten or maliciously embarrass someone
- using the Internet to make sexual threats, or to harass or exploit someone sexually
- abusing authority by publicly ridiculing or disciplining a subordinate
- abusing authority by interfering with a subordinate's performance or job (for example, blocking applications for leave, training or promotion in an arbitrary manner)
- abusing authority by soliciting a sexual or romantic relationship from a subordinate, or making social invitations with sexual overtones to a subordinate
- making abusive or derogatory remarks or jokes about someone's gender, gender identity or gender expression, sex or sexual orientation (for example, homophobic remarks)
- sexual touching (for example, patting, pinching, caressing, kissing, fondling)
- sexual invitations or requests in return for a promise of a reward (such as a promotion)
- displaying offensive posters, cartoons or images of a sexual nature
- sending inappropriate electronic communications (for example, sexually explicit emails)
- domestic violence (also called intimate partner violence, domestic abuse or relationship abuse) is a workplace hazard when it occurs

What is not harassment and violence?

- Do not confuse workplace harassment and violence with normal workplace conflict and differences of opinion.
- It is appropriate for your supervisors to take the following actions, as long as they act respectfully, professionally and in good faith:
- directly supervise employees, including setting out performance expectations and providing constructive feedback about work performance
- take measures to correct performance deficiencies, such as placing an employee on a performance improvement plan
- take reasonable disciplinary actions
- assign work, and direct how and when it should be done
- request updates or status reports
- approve or deny time off
- request medical documents to support an absence from work
- Other examples that typically fall under the definition of incivility:
- Failing to return phone calls, voicemails, emails.
- Not keeping appointments.
- Interrupting conversations or meetings.
- Ignoring others and their opinions.
- Addressing people in an unprofessional manner.
- Not checking people's availability before sending a meeting invitation.

DEFINITIONS: (Based on the National Standard of Canada - Psychological health and safety in the workplace)

Critical event (individual) — an event or a series of events that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of either an individual or a group.

Critical event (organization) — an event or a series of events that interrupts the normal flow of activities of the organization in a way that impacts psychological health and safety.

Harm — an injury or damage to health (physical and mental).

Hazard — a potential source of psychological harm to an employee.

Health — a state of complete physical, social, and mental well-being, and not merely the absence of disease or infirmity.

Likelihood — the probability that a risk will materialize.

Risk — the combination of the likelihood of the occurrence of harm and the severity of that harm.

Risk analysis — the systematic use of information to identify hazards and to estimate the risk.

RISK ASSESSMENT CONTINUUM				
LIKELIHOOD OF RISK		SEVERITY OF POTENTIAL HARM OR INJURY		EXISTING PREVENTION & PROTECTION MEASURES
PSES Results	Other Data	Psychological/psychosocial (Mental Health Continuum)	Physical (Hazardous Occurrence)	
POSITIVE	NEGATIVE	UNLIKELY (1)	LOW (1) – not normally used as there is expected to be some harm associated with risk factors	ALL (3)
90-100%	0 - 10%	<ul style="list-style-type: none">➤ No previous occurrences➤ May or may not be signs of issues➤ Limited conflict that is unresolved➤ Possible occasional disrespectful behaviour with no obvious impact	Healthy: normal functioning <ul style="list-style-type: none">➤ Normal fluctuations in mood➤ Normal sleep patterns➤ Physical well, full of energy➤ Consistent performance➤ Socially active	<ul style="list-style-type: none">➤ No physical injury <ul style="list-style-type: none">➤ All effective measures are in place. No other measures are needed to mitigate risks and prevent the likelihood of risk and severity of harm
POSITIVE	NEGATIVE	MODERATE (2)	MODERATE (2) – mainly environmental – contributing vs direct link to H&V	MOST (2)
75-89%	11-24%	Moderate: <ul style="list-style-type: none">➤ A few minor occurrences of harassment and/or violence➤ Observed bullying, discrimination, harassment or violence➤ Persistent unresolved conflict and disrespectful behaviour➤ Unhealthy workplace - disengagement and strain➤ Workplace conditions are ambiguous and unpredictable	Reacting: common and reversible distress <ul style="list-style-type: none">➤ Nervous, irritability, sadness➤ Trouble sleeping➤ Tired, low energy, muscle tension, headaches➤ Procrastination➤ Decreased social activity➤ Identify and minimize stressors	<ul style="list-style-type: none">➤ Minor physical injury➤ First aid may be provided➤ No other medical treatment is required <ul style="list-style-type: none">➤ Most measures are in place. Additional measures are needed to prevent the likelihood of risk and severity of harm
POSITIVE	NEGATIVE	LIKELY (3)	HIGH (3) – mainly used for situation of potential harassment	SOME (1)
25-74%	25 - 74%	<ul style="list-style-type: none">➤ Possible imminent danger➤ Serious critical incident (individual)➤ A pattern of harassment, discrimination and violence➤ Significant unresolved conflict➤ Breach of trust is substantial	Injured: severe and persistent functional impairment <ul style="list-style-type: none">➤ anxiety, anger, pervasive sadness, hopelessness➤ restless or disturbed sleep➤ Fatigue aches and pains➤ decreased performance, presenteeism➤ social avoidance or withdrawal➤ seek help and social support	<ul style="list-style-type: none">➤ Minor injury - Medical treatment is provided at a medical treatment facility, which means at a hospital, medical clinic, or physician's office at which emergency medical treatment can be dispensed and is not to be confused with first aid <ul style="list-style-type: none">➤ Some measures in place. Additional measures are needed in a timely manner to prevent the likelihood of risk and severity of harm
POSITIVE	NEGATIVE	VERY LIKELY (4)	EXTREME (4) – mainly used for situation of potential violence	NONE (0)
0-24%	75-100%	<ul style="list-style-type: none">➤ Probable imminent danger➤ Serious critical incident (organization)➤ Seriously disruptive incidents➤ Culture of bullying, harassment, discrimination and/or violence are perceived as condoned➤ Toxic workplace	Ill: clinical disorder, severe functional impairment <ul style="list-style-type: none">➤ excessive anxiety, easily enraged, depressed mood➤ Unable to fall or stay asleep➤ Exhaustion, physical illness➤ Unable to perform duties, absenteeism➤ Isolation, avoiding social events➤ Seek consultation➤ Follow health care provider recommendations	<ul style="list-style-type: none">➤ Disabling injury - Prevents an employee from reporting for work or from effectively performing all of the duties connected with the employee's regular work on any day subsequent to the day on which the injury or disease occurred, whether or not that subsequent day is a working day for that employee;➤ Results in the loss by an employee of a body member or part thereof or in the complete loss of the usefulness of a body member or part therefore, or➤ Results in the permanent impairment of a body function of an employee <ul style="list-style-type: none">➤ No measures in place. Significant and immediate measures are required to prevent the likelihood of risk and severity of harm

RISK MATRIX					
Likelihood of Risk	Potential severity of harm or injury				Existing protection and prevention measures Do the existing measures reduce the risk rating? If so, by how much?
	Low (1)	Moderate (2)	High (3)	Extreme (4)	
Very likely (4)	Moderate (2)	Moderate (2)	High (3)	Extreme (4)	All (3)
Likely (3)	Low (1)	Moderate (2)	High (3)	Extreme (4)	Most (2)
Moderate (2)	Low (1)	Moderate (2)	Moderate (2)	High (3)	Some (1)
Unlikely (1)	Low (1)	Low (1)	Moderate (2)	High (3)	None (0)

PREPARATION PHASE							PHYSICAL SAFETY							IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES	
	PSES RESULTS	P%	N%				LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING		DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR	PROPOSED MEASURES		RISK REDUCTION VALUE OF PROPOSED MEASURES
	I have the tools, technology and equipment I need to do my job (Q1)	75	20	Lack of material, tools, network, technology or training (Q1, Q4, Q5, Q18h, Q70p)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	2, 2.5, 2, 3, 2.5 (2.4)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average risk of moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			
	My physical environment (e.g., office, workspace) is suitable for my job requirements (Q3)	82	11	Unsuitable physical environment (e.g., office, workspace) (Q3, Q70o, Q81)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	2, 1.5, 1.5 (1.6)	2	2	2	1	Based on the PSES results, the likelihood of risk is unlikely to moderate with an average risk of moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			
	I get the training I need to do my job. (Q4)	63	18	Direct work with members of the public (Q70v)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2021 PSES results	1.5	4	3	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is extreme as it could contribute to violence resulting in an overall risk rating of high. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			
	I have the information, training and equipment I need to ensure my health and safety at work (Q5)	83	13	Concerns related to COVID-19 (Q70a, Q71, Q82)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	2.5, 2, 1.5 (2)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it could contribute to harassment resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			
	I feel that the quality of my work suffers because of too unreliable technology (Q18h)	27	42	Patient or client areas that are not well or securely lit.	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.											
	Overall, to what extent do the following factors cause you work-related stress? Risk of exposure to COVID-19 (Q70a)	66	18	Perform inspections or enforcement-type duties.												
	Overall, to what extent do the following factors cause you work-related stress? Physical work environment (Q70o)	78	6	Delivering health care or social services.												
	Overall, to what extent do the following factors cause you work-related stress? Difficulty accessing my work tools or network (e.g., work email, work device, ergonomic equipment)(Q70p)	68	13	Work with unstable people or people under a lot of stress.												
	Overall, to what extent do the following factors cause you work-related stress? Issue(s) with other individual(s) (e.g., members of the public, individuals from other departments or agencies) (Q70v)	86	1	Work in establishments that serve alcohol.												
	To what extent is stress from the COVID-19 pandemic negatively impacting your ability to carry out day-to-day work responsibilities?(Q71)	68	10	Working alone/isolation.												

[illegible]

PSYCHOLOGICAL PROTECTION																		
PREPARATION PHASE																		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS		STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES		STEP 5 REVIEW THE LIST OF DATA										
	PSES RESULTS	P%	N%	RISK FACTORS		PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR		DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR										
	In my work unit, I would feel free to speak about racism in the workplace without fear of reprisal. (Racism refers to any individual action or institutional practice which treats people differently because of their colour or ethnicity.) (Q23)	80	7	Lack resolution to matters of harassment and discrimination. (Q60, Q61, Q67, Q68)		Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.		2020 PSES results										
	I feel I can initiate a formal recourse process (e.g., grievance, complaint, appeal)without fear of reprisal. (Q40)	64	18	Fear of reprisal (Q23, Q40, Q59, Q66)		Working Group to select the prevention/protection measures from the list below and insert the numbers in this section		2020 PSES results										
	My department or agency implements initiatives that promote anti-racism in the workplace.(Anti-racism may be promoted by providing access to anti-racism training, and promoting awareness of resources andself-directed learning on anti-racism.) (Anti-racism is an active and consistent process of change to eliminate individual, institutional and systemicracism.) (Q47)	71	12	Harassment, Discrimination (Q55, Q70r)		Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.		2020 PSES results										
	I would feel comfortable sharing concerns about issues related to racism in the workplace with a person of authority (e.g., immediate supervisor, senior manager, ombudsman, human resources advisor). (Q48)	81	12	Racism (Q47, Q48, Q69)		Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.		2020 PSES results										
	Having carefully read the definition of harassment, have you been the victim of harassmenton the job in the past 12 months?(Q55)	n/a	n/a	Unhealthy workplace (Q74, Q78)		Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.		2020 PSES results										
	Why did you not file a grievance or formal complaint about the harassment you experienced? I was afraid of reprisal (e.g., having limited career advancement, being labelled a troublemaker). (Q59l)	n/a	n/a															
	I am satisfied with how matters related to harassment are resolved in my department or agency. (Q60)	60	5															
	My employer works hard to create a workplace that prevents harassment. (Q61)	74	7															
	Having carefully read the definition of discrimination, have you been the victim of discrimination on the job in the past 12 months? (Q62)	n/a	n/a															
	ANALYSIS PHASE																	
STEP 6 CONTINUUM RATING						STEP 7 REASON FOR RATING												
LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR													
2, 2, 2, 2 (2)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.													
1.5, 2.5 (2)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average risk of moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.													
1.5	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.													
2.5, 2 (2.25)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average risk of moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.													
1.5, 1.5 (1.5)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.													
IMPLEMENTATION PLAN PHASE																		
STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES												STEP 9 RESPONSIBILITIES AND TIMELINES						
PROPOSED MEASURES												RISK REDUCTION VALUE OF PROPOSED MEASURES		RESPONSIBILITIES AND TIMELINES				
No additional measures are required to mitigate this risk.																		
No additional measures are required to mitigate this risk.																		
No additional measures are required to mitigate this risk.																		

CIVILITY & RESPECT														
PREPARATION PHASE						ANALYSIS PHASE						IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING		STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR		PROPOSED MEASURES
	I am satisfied with how interpersonal issues are resolved in my work unit. (Q19)	74	14	Lack of resolution to interpersonal issues (Q19, Q70S)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results.	2.5, 1 (1.75)	2	2	2	1	Based on the PSES results, the likelihood of risk is unlikely to high with an average risk of moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.		No additional measures are required to mitigate this risk.
	In my work unit, every individual is accepted as an equal member of the team.(Q20)	79	14	Inequitable treatment (Q20)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section/	2020 PSES results.	2	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.		No additional measures are required to mitigate this risk.
	In my work unit, individuals behave in a respectful manner. (Q21)	92	6	Lack of respect (Q21, Q49)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results.	1, 1 (1)	2	1	3	1	Based on the PSES results, the likelihood of risk is unlikely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of low. The PSES results were also used to determine the value of the existing prevention measures indicating that all measures are in place. The total adjusted risk rating is low.		No additional measures are required to mitigate this risk.
	Overall, my department or agency treats me with respect. (Q49)	90	2											
	Overall, to what extent do the following factors cause you stress at work? Issue(s) with my co-worker(s). (Q70s)	91	3											

PSYCHOLOGICAL AND SOCIAL SUPPORT												
PREPARATION PHASE							ANALYSIS PHASE					
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR
	I have support at work to provide a high level of service. (Q15)	75	9	Lack of support (Q15, Q29, Q70v, Q70x, Q80, Q84, Q86)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	1.5, 1.5, 1.5, 2, 1.5, 1.5, 2 (1.6)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
	During the COVID-19 pandemic, my immediate supervisor supported the use of flexible work hours. (Q29)	87	3	Mental health is not well managed. (Q33, Q74, Q75, Q76, Q77)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results.	2.5, 1.5, 2.5, 2.5, 1.5 (2.1)	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate to high with an average risk of moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
	Supervisors are equipped to support employees who are experiencing mental health issues. (Q33)	72	16	Lack of accommodation measures. (Q87,Q91,Q92)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	1.5	3	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is high as it may contribute to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
	Overall, to what extent do the following factors cause you stress at work? Issue(s) with other individual(s) (e.g., members of the public, individuals from other departments or agencies) (Q70v)	86	1									
	Overall, to what extent do the following factors cause you stress at work? Personal Issues (Q70x)	76	14									
	My department or agency does a good job of raising awareness of mental health in the workplace. (Q74)	82	6									
	I believe senior managers in my department or agency take adequate steps to support the mental health of employees during the COVID-19 pandemic. (Q75)	72	13									
	I would feel comfortable sharing concerns with my immediate supervisor about my mental health. (Q76)	61	21									
	My immediate supervisor supports my mental health and well-being. (Q77)	77	5									
IMPLEMENTATION PLAN PHASE												
STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES										STEP 9 RESPONSIBILITIES AND TIMELINES		
PROPOSED MEASURES					RISK REDUCTION VALUE OF PROPOSED MEASURES					RESPONSIBILITIES AND TIMELINES		
No additional measures are required to mitigate this risk.												
No additional measures are required to mitigate this risk.												
No additional measures are required to mitigate this risk.												

[illegible]

CLEAR LEADERSHIP AND EXPECTATIONS

Preparation Phase						
Step 1 Review the Definition	Step 2 Review the PSES Results			Step 3 Review the List of Risk Factors	Step 4 Review the List of Prevention and Protection Measures	Step 5 Review the List of Data
	PSES Results	P%	N%	Risk Factors	Prevention and Protection Measures That are in Place for Each Specific Risk Factor	Data References for Each Specific Risk Factor
	I have clear work objectives. (Q9)	78	9	Lack of feedback and clear expectations (Q9, Q25, Q70), Q70k)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results
	I receive useful feedback from my immediate supervisor on my job performance. (Q25)	78	8	Laissez-faire management style (Q27, Q30)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results
	My immediate supervisor keeps me informed about the issues affecting my work. (Q27)	84	7	Lack of clear leadership (Q34, Q36)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results
	During the COVID-19 pandemic, my immediate supervisor supported the use of flexible work hours. (Q29)	87	3	Lack of support of flexible work hours (Q29)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2021 PSES results
	I am satisfied with the quality of supervision I receive (Q30)	84	6			
	Essential information flows effectively from senior management to staff. (Q34)	67	20			
	My department or agency does a good job of communicating its vision, mission and goals. (Q36)	80	11			
	Overall, to what extent do the following factors cause you work-related stress? Competing or constantly changing priorities(Q70))	58	21			
	Overall, to what extent do the following factors cause you work-related stress? Lack of clear expectations (Q70k)	57	15			

Analysis Phase					
Step 6 Continuum Rating					Step 7 Reason for Rating
Likelihood of Risk	Severity of Harm	Risk Rating	Protection- Prevention Measures Rating	Total Adjusted Risk Rating	Detailed Reasons Rating for Each Specific Risk Factor
1.5, 1.5, 2.5, 2.5 (2)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
1.5, 1.5 (1.5)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
2.5, 2 (2.25)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.
1.5	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.

Implementation Plan Phase		
Step 8 Recommended New Prevention and Protection Measures		Step 9 Responsibilities and Timelines
Proposed Measures	Risk Reduction Value of Proposed Measures	Responsibilities and Timelines
No additional measures are required to mitigate this risk		
No additional measures are required to mitigate this risk.		
No additional measures are required to mitigate this risk.		
No additional measures are required to mitigate this risk.		

[illegible]

[illegible]

WORKLOAD MANAGEMENT															
PREPARATION PHASE							ANALYSIS PHASE						IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR	PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES
	I can complete my assigned workload during my regular working hours. (Q17)	65	16	Heavy workload (Q17, Q70c, Q70f, Q70g)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results	2.5, 3, 2.5, 3 (2.75)	2	2	1	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average of likely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that some measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	I feel that the quality of my work suffers because of... constantly changing priorities. (Q18a)	21	38	Lack of management of workload (Q18a, Q70d, Q70e, Q70i, Q70n)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results	3.5, 2.5, 3, 2, 2.5 (2.7)	2	2	1	1	Based on the PSES results, the likelihood of risk is moderate to very likely with an average of likely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that some measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	I feel that the quality of my work suffers because of... having to do the same or more work, but with fewer resources. (Q18e)	42	30	Lack of resources (Q18e, Q70e)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2021 PSES results	3, 3 (3)	2	2	1	1	Based on the PSES results, the likelihood of risk is moderate to very likely with an average of likely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that some measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	Overall, to what extent do the following factors cause you work-related stress? Heavy workload (Q70c)	47	35												
	Overall, to what extent do the following factors cause you work-related stress? Unreasonable deadlines (Q70d)	57	24												
	Overall, to what extent do the following factors cause you work-related stress? Not enough employees to do the work (Q70e)	51	31												
	Overall, to what extent do the following factors cause you work-related stress? Overtime or long work hours (Q70f)	68	15												
	Overall, to what extent do the following factors cause you stress at work? Balancing work and personal life (Q70g)	55	27												
	Overall, to what extent do the following factors cause you stress at work? Lack of control or input in decision-making (Q70i)	71	8												
	Overall, to what extent do the following factors cause you stress at work? Information overload (Q70n)	64	14												

BALANCE															
PREPARATION PHASE						ANALYSIS PHASE						IMPLEMENTATION PLAN PHASE			
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING.	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR	PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES
	Employees have support at work to balance their work and personal life. (Q6)	72	16	Lack of worklife balance. (Q6, Q29, Q43a, Q70f, Q70g, Q70h)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results	2.5, 1.5, 2, 2.5, 3, 3 (2.4)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average risk of moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	Supervisors support the use of flexible work arrangements, subject to operational requirements, (e.g., flexible hours, compressed workweeks, telework). (Q29)	87	3												
	To what extent have the following adversely affected your career progress in the federal public service over the last 12 months? a) Conflict between work and family and personal obligations(Q43a)	75	12												
	Overall, to what extent do the following factors cause you stress at work? Overtime or long work hours (Q70f)	68	15												
	Overall, to what extent do the following factors cause you stress at work? Balancing work and personal life (Q70g)	55	27												
	Overall, to what extent do the following factors cause you work-related stress? Balancing work and caregiving responsibilities (e.g., children, elderly, family member(s)) during the COVID-19pandemic (Q70h)	58	29												

ENGAGEMENT																
PREPARATION PHASE							ANALYSIS PHASE							IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES	
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR		PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES
	Employees get a sense of satisfaction from their work.(Q7)	84	4	Lack of employee engagement (Q7, Q11, Q12)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results	1.5, 1.5, 1.5 (1.5)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.		No additional measures are required to mitigate this risk.		
	Employees feel valued at work (Q11)	80	4													
	Employees are proud of the work that they do. (Q12)	88	2													

GROWTH AND DEVELOPMENT

PREPARATION PHASE								ANALYSIS PHASE							IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA		STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING		STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR		LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR		PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES
	Employees get the training they need to do their job (Q4)	63	18	Lack of training (Q4, Q43b)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results		2.5, 1.5 (2)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.				
	Employer does a good job of supporting employees' career development. (Q41)	73	9	Lack of career development. (Q41, Q42)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results		2, 3 (2.5)	2	2	1	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average risk of moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			
	Employees believe they have opportunities for promotion within their organization, given their education, skills and experience. (Q42)	55	27														
	To what extent have the following adversely affected your career progress in the federal public service over the last 12 months? b) Lack of access to learning opportunities (Q43b)	76	9														

INVOLVEMENT AND INFLUENCE															
PREPARATION PHASE							ANALYSIS PHASE						IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR	PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES
	Employees have opportunities to provide input into decisions that affect their work. (Q13)	77	9	Limited involvement and influence (Q13, Q14, Q44, Q70i)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results	1.5, 2, 1.5, 2 (1.75)	2	2	2	1	Based on the PSES results, the likelihood of risk is moderate. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	Employees are encouraged to be innovative or to take initiative in their work. (Q14)	75	12												
	Employees feel that they would be supported by their organization if they proposed a new idea. (Q44)	78	7												
	Factors cause employees stress at work: Lack of control or input in decision-making (Q70i)	71	8												

PSYCHOLOGICAL COMPETENCIES AND DEMANDS																
PREPARATION PHASE								ANALYSIS PHASE						IMPLEMENTATION PLAN PHASE		
STEP 1 REVIEW THE DEFINITION	STEP 2 REVIEW THE PSES RESULTS			STEP 3 REVIEW THE LIST OF RISK FACTORS	STEP 4 REVIEW THE LIST OF PREVENTION AND PROTECTION MEASURES	STEP 5 REVIEW THE LIST OF DATA	STEP 6 CONTINUUM RATING					STEP 7 REASON FOR RATING	STEP 8 RECOMMENDED NEW PREVENTION AND PROTECTION MEASURES		STEP 9 RESPONSIBILITIES AND TIMELINES	
	PSES RESULTS	P%	N%	RISK FACTORS	PREVENTION AND PROTECTION MEASURES THAT ARE IN PLACE FOR EACH SPECIFIC RISK FACTOR	DATA REFERENCES FOR EACH SPECIFIC RISK FACTOR	LIKELIHOOD OF RISK	SEVERITY OF HARM	RISK RATING	PROTECTION- PREVENTION MEASURES RATING	TOTAL ADJUSTED RISK RATING	DETAILED REASONS RATING FOR EACH SPECIFIC RISK FACTOR	PROPOSED MEASURES	RISK REDUCTION VALUE OF PROPOSED MEASURES	RESPONSIBILITIES AND TIMELINES	
	Employees get the training they need to do their job. (Q4)	63	18	Lack of psychological competencies	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section.	2020 PSES results.	2.5	2	2	1	1	Based on the PSES results, the likelihood of risk is moderate to likely with an average of likely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of moderate. The PSES results were also used to determine the value of the existing prevention measures indicating that most measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.			

RECOGNITION AND REWARD

Preparation Phase							Analysis Phase						Implementation Plan Phase		
Step 1 Review the Definition	Step 2 Review the PSES Results			Step 3 Review the List of Risk Factors	Step 4 Review the List of Prevention and Protection Measures	Step 5 Review the List of Data	Step 6 Continuum Rating					Step 7 Reason for Rating	Step 8 Recommended New Prevention and Protection Measures		Step 9 Responsibilities and Timelines
	PSES Results	P%	N%	Risk Factors	Prevention and Protection Measures that are in place for each specific risk factor	Data References for each specific risk factor	Likelihood of Risk	Severity of Harm	Risk Rating	Protection-Prevention Measures Rating	Total Adjusted Risk Rating	Detailed Reasons Rating for each specific risk factor	Proposed Measures	Risk Reduction Value of Proposed Measures	Responsibilities and Timelines
	Employees receive meaningful recognition for work well done. (Q8)	79	7	Lack of recognition and reward (Q8, Q10, Q11, Q15)	Working Group to select the prevention/protection measures from the list below and insert the numbers in this section	2020 PSES results	1.5, 1, 1.5, 1.5 (1.4)	2	1	3	1	Based on the PSES results, the likelihood of risk is unlikely to moderate with an average risk of unlikely. The potential severity of harm is moderate as it is not considered a direct link to harassment or violence resulting in an overall risk rating of low. The PSES results were also used to determine the value of the existing prevention measures indicating that all measures are in place. The total adjusted risk rating is low.	No additional measures are required to mitigate this risk.		
	Employees know how my work contributes to the achievement of my department's or agency's goals. (Q10)	90	4												
	Overall, employees feel valued at work. (Q11)	80	4												
	Employees have support at work to provide a high level of service. (Q15)	75	9												

APPENDIX 1D

CFIA

Something we need to discuss about CFIA NOSH should the management co-chair be the same as the Area OSH Co-chair since the CLC says the Management CO-Chair has to have sufficient spending and decision making authority to action decisions reach by consensus?

CFIA National OSH Met last April 2-5 2024

Management asked to have all NOSH meeting virtually instead of Hybrid there was no consensus on this however Management has gone ahead and made the June meeting virtual only .

Still waiting for the finalised Work place Assessment tool (WAT) The management lead on this got an acting assignment and for that reason this has stalled a meeting is set for July 2024 to get back to work on this.

Received 2023 annual summary of Notices of occurrences interesting high lights 21% were submitted by a witness, only 4 were for sexual in nature, Of 28 occurrence's 7 were related to discrimination, Highest proportion of occurrences per capita in Ontario followed by Quebec then Saskatchewan and New Brunswick,

New flow chart for HIOR during emergency response.

Reviewed Fleet handbook -most issues were UMC and not OSH

Area Policy committee minutes are now reviewed as Regional Minutes are reviewed by Area and Regional Committees review Workplace minutes.

At the Regional and Area level there is very poor communication with Corporate Security related to BEEP Rave Etc. this was raised at NOSH but the response was basically check out the Teams channels every thing is fine according to Corporate security. Best approach is to ask for updates at the regional or Area level.

The location of some CFIA offices is a concern raised to NOSH for example our offices are often located in areas of high crime and homelessness and in one case next door to a Half way house , the security of staff who report to such locations is a concern

Inspector identification in the field (deployments/emergencies/regular work)- inaccuracies across the country - looking for a national standard

For AAFC:

We've had 2 meetings since Nov 2023: Dec 14/23 and Mar 14/24.

All the committee members received training on the Roles & Responsibilities of Committee members, on Dec 12/23.

Still no significant update on the Departmental Chemical Inventory or Safety Data Sheets repository/database, but since this issue was raised at the NUMCC, we are now having monthly meeting updates with the ADM of Corporate Management Branch.

The regulatory requirements to have menstrual products available in all washrooms has been implemented.

The committee tried to establish an OHS volunteerism recognition (awards), but the employer has not yet committed to anything.

The committee is working towards reviewing/updating the Departmental Hazard Prevention Programs (HPPs), but there are still many HPPs which are not compliant, since they need to be reviewed every 3 years.

The department has developed a couple new HPPs: Wild Fire Smoke Guideline (ie. air quality) and Radon Measurements in all buildings.

The Department has changed their Employee/Family Assistance Program (EFAP) and has signed a contract with Health Canada's EAP. Some employees have noticed that the new EAP offers less services.

The employer has also removed the Job Safety Analysis (JSA) inventory/database. Each workplace/site was told to backup their relevant JSAs. It was noted that the database also contained a guideline on drafting JSAs, hence they need to incorporate this guideline into a training module.

There have been (staffing) issues in the Harassment/Violence Prevention Program (ie. Designated Recipients), but we are expecting to get an update on June 6th (vacant positions have been filled).

The next NHSPC is scheduled for June 6th.

For the PSC:

We've had 2 meetings since Nov 2023: Dec 11/23 and Mar 27/24.

The regulatory requirements to have menstrual products available in all washrooms has been implemented.

The committee worked on updating the Building Emergency Evacuation Plan (BEEP). Floor emergency Warden list was updated and fire extinguisher training was added to the BEEP.

Transport of Dangerous Goods (TDG) training will be provided to those employees (in shipping/receiving) who need to ship/receive battery recycling boxes.

The committee reviewed and updated its Terms of Reference, no significant changes.

The committee is still planning on having training for all the committee members, but the topic has not been decided yet.

The next meeting is scheduled in June 26th.

For DND:

We've had 2 meetings since Nov 2023: Dec 5/23 and Mar 21/24.

The regulatory requirements to have menstrual products available in washrooms has been implemented, in most workplaces. Some worksites have had vandalism with these units; the employer is investigating these incidents.

The employer was reminded that all Assurance of Voluntary Compliances (AVCs), which are issued by ESDC to a worksite, must be distributed/shared with all of the worksites to ensure compliance across the country.

The Department has three working groups: Workplace Harassment & Violence Prevention, Cannabis & Impairment, and the review/update of the Terms of Reference.

There have been significant workplace issues at several Canadian Forces Bases, at various care units (offering assistance to Canadian Armed Forces employees) across the country. Many work refusals were filed and the employer continues to work to resolve them.

The employer co-chair announced at the March meeting that he was retiring and still unsure if he would be available for the June meeting. In May, it was announced that he will be retiring before the June meeting and just announced that the June meeting will need to be pushed until the employer appoints a new employer co-chair. They are proposing to postpone until September, which will be problematic, since they need to have two more meetings before the end of the year.

CGC

Still only having 1 meeting in person per year. The committee all agreed that in person was better last year, but management won't approve more than one for the moment.

Everyone is supposed to complete the online portion of the workplace violence training by the end of this month, and they will be signed up for the 2nd part which is CGC specific.

There is an ongoing issue with grain dust. It is a problem across the country, and some measures are put in place in certain locations (especially offices that were newly renovated). However, it is hard to get measures in place in other locations. The main concern is the potential toxins in the dust.

There are security concerns in our Winnipeg office, where someone ended up getting access and spent a lot of time going through the labs after hours.

CSPS

APPENDIX 1E

Agriculture Union Event/Evacuation Safety Policy (for regional or national events)

Scope and Purpose

This policy is intended to guide the Agriculture Union to develop and implement emergency plans for functions, such as seminars/conventions. It also gives instruction for attendants in case of emergencies or unexpected occurrences.

The policy will apply where the Agriculture Union is the hosting party of the event and not to events hosted by other parties, such as the PSAC.

Definitions

Hosting body – The host committee, the Regional Vice President, the National Executive or the Administrative Officer depending on the event.

Responsibilities of the hosting body (prior to selecting a venue)

1. The national executive, administration officers and/or the hosting body shall ensure that any facility meets the needs for safety, and any accommodation. The checklist (Annex A) shall be used as a guide to determine if any location is unfit.
2. The national executive, administration officers and/or the hosting body shall ask for an emergency plan from the hotel.
3. If a hazard(s) presents too high of a risk, or if accommodation cannot be met, another location should be considered. If not, any potential hazards should be communicated to all participants prior to the event with suggestions on how to mitigate the hazard.
4. The hosting body of the event will ask attendants if they would like to self-identify as first aid qualified persons. The hotel or event space will have their own 1st aiders on site so this is a good suggestion but not a requirement.

Responsibilities during the event

1. During the event, if any participant or guest becomes aware of any hazardous occurrence or potential hazard, they shall report it to the hosting body or delegated person(s).
2. The hosting body or delegated person(s) will make themselves available to be contacted during the event.

Hosting body or delegated person(s)

1. Prior to the event, the delegated person(s) shall be identified. For seminars this typically would be the RVP and for convention it should be the hosting body or delegated person(s). For bilingual events, there shall be a contact person for each official language.

2. Shall be the lead contact(s) for the event and, them, the alternate and the administration officer, must have a roster list for attendees.
3. In case of emergency situations where evacuation from the building is required, it is the responsibility of the hosting body or delegated person(s) to ensure that all attendees are accounted for.
4. In the case of larger events, the hosting body or delegated person(s) may choose to designate some responsibilities to others, if it is clear to everyone, including attendees on who they are reporting to in case of emergencies. For example, for convention, it may be more reasonable to have attendees report to their RVP's who could then report to the health and safety coordinator(s). The hosting body or delegated person(s) would still be responsible for compiling and using the information that they receive.
5. The name/number/email for the hosting body or delegated person(s) shall be sent out in advance of any event.
6. Be the primary contact with emergency response personnel/venue.
7. National council members who are participating at the event shall make themselves available to assist the hosting body or delegate in the event of an evacuation or emergency (responding to messages calls)

Attendees

1. Provide contact information to the hosting body or delegated person(s).
2. Provide any accommodation in regards to mobility in case of emergency, to the hosting body or delegated person(s).
3. In case of evacuation, or emergency, contact the hosting body or delegated person(s).
4. Inform the hosting body or delegated person(s) if you are leaving an event earlier than planned.
5. Shall raise any concern arising out of this policy as it relates to the event

Collective Bargaining and Health and Safety Standing Committee

1. The Agriculture Union Collective Bargaining and Health and Safety Standing committee should review and write a report to the council on any injury or on any emergency measures that occurred or took place during the event that was within our control and could have been preventable. This report should keep confidentially in mind, so long as it does not interfere with further preventative measures.
2. Review this policy every 3 years, or when deemed necessary by the council.

National Council

1. Review any reports from the health and safety committee and provide additional recommendations when necessary.

The Agriculture Union

1. Shall keep all reports arising out of injury or emergency events for a minimum of 10 years.

2. Shall ensure that the National Council has read this policy and is offered training on health and safety items such as; sensitivity, mental health 1st aid, de-escalation and trauma informed strategies, etc.
3. Shall add this policy to the National Council Handbook.

APPENDIX 1Ea

Agriculture Union Event/Evacuation Safety Policy: Annex A

Checklist:

Item	Date checked	N/A	Comments or actions requiring follow up with dates
Chain of contact established (ex. RVP, locals, hotel contact)			
Attendee contact list for hosting body and/or delegate			
List of certified/self identifying 1 st aid attendees received/distributed			
Mobility accommodations received/actioned (ex. Low floor, buddy system, etc.)			
Muster station identified to hosting body or delegate for sharing to attendees			
Hosting body to perform an inspection and review evacuation and safety plan for event space			

APPENDIX 1F



AGENDA

PSAC NATIONAL HEALTH AND SAFETY POLICY COMMITTEES FORUM

May 11 - 12, 2024

The Westin Hotel, 11 Colonel By Drive, Ottawa

Saturday, May 11, 2024

08:00 – 08:30 Registration

08:30 – 09:00 *Coffee/Tea*

09:00 – 10:15 **What's New in Occupational Health and Safety**

- Indigenous Opening with **Tina Vincent**
- Welcome and administrative issues – **Jamey Mills**

PANEL: Lessons Learned from a Component Perspective
David Girard, Genadi Voinerchuk and Mathieu Juneau
Moderated by **TBC**

Note: We can consult Denis and Andr  a consultants of PSAC if we have question relate in Health and Safety. Most important is to establish an internal network by sharing information with local sections related to Health and Safety. The NOSH committee should ask for the names of all employee representative of local H&S. Meeting in H&S is not UMCC. The sub-committee is the heart of the committee. The members of the sub-committee share the work with the committee this will help to work on several elements at the same time.
If we can have a H&S consultant at the Component it will be better to help in H&S cases. It is necessary to ensure that employee representatives receive adequate training.

10:15 – 10:45 *Health Break – 30 minutes*

10:45 -11:15 **Showcase Mental Health Dashboard** with **Denis St-Jean and Simon Perrault**, *Centre of Expertise on Mental Health in the Workplace*

Note: A wealth of information is available in this tool. We can request that a presentation



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be made to our steering committee. The tool will be shared with the committee and then council.

11:15 – noon **PANEL: Navigating Risk Assessments**
Rick Savage, Milton Dyck and Shimen Fayad
Moderated by **Sharon DeSousa**

Note: Risk assessment must be renewed every 3 years. We should have access to all the risks and put them in order of the most dangerous and discuss them in committee and make them priorities. We have to do Harassment and violence training specific to each work place. Don't forget to do assess risk factors to work remotely. The sub-committee in Mental Health is under the umbrella of OSH. The National H&S must (the employer) must provide the resources to meet the Canadian code. It is important to have mechanisms to share the information at health and safety with other committees in the organization.

12:00 – 13:30 *Lunch (1 hour and 30 minutes)*

**13:30 – 15:00 Small Group Discussions on Key Obstacles for
Policy Committees – Q & A**

Note: A lot of the discussion here was about making sure there is follow up when there are NOSH items. We stressed the importance of good terms of reference, which could help for things like where the meetings are to be held (in person as opposed to virtual).

15:00 – 15:30 Health Break – 30 minutes

**15:30 – 16:30 PANEL: Enforcement Challenges, Teresa Eschuk,
Mark Weber and Andrea Peart
Moderated by Jackie Pierre**

Note: Article 127.1 is not a complaint against the person. It is the main mechanism to resolve an issue if you have not be able to resolve it internally first. It is important to have documentation for all health and safety issues. This can help aid in any ESDC investigation.

16:30 Closing Remarks – Jamey Mills

Sunday, May 12, 2024

08:30 - 09:00 Coffee/Tea

09:00 – 9:30 Legal Update – Mariah Griffin-Angus, Legal Officer, PSAC

Note: this person was unavailable.

**09:30 -10:30 PANEL - Strategy and Pulling it All Together
Doug Gaetz, Anne-Marie Grondin and Clint Wirth
Moderated by Alex Silas**

Note: If we solve the problem the employer will save money. That is why Health and Safety is a joint responsibility. It is important to track data to identify trends.

10:30 – 11:00 Health Break – 30 minutes

**11:00 – 12:00 Joint Learning Program – Dominic Lavoie and Roxanne
Lepine**



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Note: We had a presentation on the value of the JLP H and S course.

12:00 – 12:15 ***Closing Remarks – Jamey Mills***
Indigenous Closing with **Tina Vincent**

APPENDIX 2

AGRICULTURE UNION BYLAWS & EDUCATION, and GENERAL MEETING

May 24, 2024, Ottawa, ON

Hours of session: 9:00am to 11:00 am

Present:

Audrey St-Germain – Chairperson

Randy Olynyk – Chairperson

Curtis Veale –

Jannick Beaurivage

Don Jeansonne

Gus Mardli

Stewart Spence

Absent:

Kasia White

Recorder: Kate Bradley

1 Opening

There was a general discussion regarding the two committees meeting together.

- a. The report will be done by the bylaws committee, and general committee will add on.
- b. Appendix A to this report will be January's minutes from the By-Law Committee.
- c. The two committees are tasked with coming up with a training topic for a 4-hour virtual training session.

2 Training Session

A general roundtable discussion took place on the training session that will be provided to locals. One session, four hours, \$68,300 per year for three years. Members will receive leave for the day, although the four-hour session will be in the middle of the day to accommodate all time zones. It is possible to have a staff, PSAC or external facilitator. The training should be at an intermediate level so that beginners and seasoned activists are engaged.

DATE: October 2, 2024. Timing TBD

TOPICS:

- Facing management

- Duty to Accommodate
- Disability short-term moving to long-term
- Mental health/first aid
- Work life balance/self care
- Workplace violence
- Filling out HOIR forms
- Info session on what courses/resources are available to members

The committees decided that a two-hour session on Mental Health would be combined with a two-hour session on Workplace Violence would be the two topics for the first training session. A Slido for questions would be a useful tool to use.

This will be a pilot session, feedback from the first training session will be used to determine topics for the next training session.

- 3 Documentation from last Committee meeting.
 - a. Bylaws and Regulations have been translated and are almost ready for distribution. They need a final review and will be available shortly.
 - b. There is an error in the Bylaws. Bylaw 8, section 1. It shall be the objective NOT object.
 - c. Annex C of the Handbook – local minutes need to be attached. If some minutes don't get approved until the next year at the next AGM, can unapproved minutes be sent? Yes, unapproved minutes can be sent.

Report moved by Randy Olynyk and seconded by Don Jeansonne.

APPENDIX 3

Report of the General Committee

Meeting on May 24, 2024

Westin, Ontario

Participants:

Audrey St-Germain – 3rd NEVP – chair

Stewart Spence – RVP for NW Ontario, Manitoba and Nunavut

Gus Mardli – HR Director

Regret with notice: Kasia White – RVP for NCR

Milton asked the General and Bylaws and Education Committees to look at the resolution NC-7 Virtual Education for Agriculture Union Representatives. The two-co-chair decided to work on the subject together. Details of the discussions will be included in the by-laws report.

1. Agriculture Union Human Rights Committee:

The Agriculture Union National Human Rights Committee has presented a successful power point presentation that was delivered at most regional seminars this year. Two more seminars to go, one in the province of Alberta region and the other one in the Atlantic region. Notably, Regional Representatives on the Committee played a wonderful role of handling the presentation and answering questions that were posed by seminar attendees. Two upcoming virtual meetings are scheduled for the committee, one in mid June and the other one in mid August to work towards an in-person Committee meeting late November 2024. The in-person meeting will establish the committee's national workplan for the remainder of this cycle.

As you may be all aware, the Treasury Board and the Public Service Alliance of Canada reached an agreement in April 2023 following extensive collective bargaining negotiations that began in June 2021. This agreement led to the establishment of a Memorandum of Understanding (MOU) regarding a Joint Review on EEDI (Employment Equity, Diversity, and Inclusion) Training which believed to be way overdue as it hadn't been done for about 10 years. The MOU underscores the shared commitment to fostering a public service culture that wholeheartedly embraces EEDI. The Agriculture Union National Human Rights Director is representing our component and participating in the Joint Committee on EEDI; with Paola Rossell – cochair - and Marc Gosselin (representing the Treasury Board of Canada Secretariat) and Seema Lamba (Co-Chair representing the Public Service Alliance of Canada). This committee had their first meeting in early January with meetings taking place virtually and on a monthly basis.

More to follow in the next little with reporting on accomplishment of this committee if any!

The Committee adjourned at 11:30.

This report is moved by Audrey St-Germain and seconded by Gus Mardli.

APPENDIX 3A

The Agriculture Union National Human Rights Committee has presented a successful power point presentation that was delivered at most regional seminars this year. Two more seminars to go, one in the province of Alberta region and the other one in the Atlantic region. Notably, Regional Representatives on the Committee played a wonderful role of handling the presentation and answering questions that were posed by seminar attendees. Two upcoming virtual meetings are scheduled for the committee, one in mid June and the other one in mid August to work towards an in-person Committee meeting late November 2024. The in-person meeting will establish the committee's national workplan for the remainder of this cycle.

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APPENDIX 4

REPORT OF THE FINANCE STANDING COMMITTEE TO THE NATIONAL COUNCIL

May 24th, 2024

Committee Members:

Patrick St-Georges (chair)
Nadia Sokal (co-chair)
Sherry Hunt
Dorothy McRae
Luc Gour(staff)

Pat St-Georges welcomed the committee and acknowledged that Nadia Sokal will be taking notes. Nadia Sokal was acclaimed as the co-chair.

Review of Budget and Investments

The budget and investments were reviewed, updated since November 2023. There are 7902 members, and 1525 of these are RANDs.

Investments were reviewed including GICs and equities. Currently we are in a healthy spot with investments earning interest at rates higher than expected. There was explanation about a funded reserve for the CRA, required by law, for the supplemental pension plan. This will be adjusted at the end of the year to be legally compliant.

Agriculture Union (AU) has two accounts that can be used for cash on hand. The CIBC operating account is general cash on hand account at ~\$525 000. A BMO high interested savings account is at ~\$1.2 million that we can immediately access, this is considered an emergency fund which is earning a high interest rate. The funded reserves contain just over \$4 442 000.

The budget was reviewed line by line. Line items that were above or below 42% of budgeted cost were discussed as noted below:

- The new family care line item (15.2) was quite low; however, this did not include family care expenses from the last AU convention. Before readjustment of this expense, it should be considered that the next proposed budget will be before actual family care costs will be realized for the next triennial AU convention.
- The virtual education representatives (line 15.3) have not yet been spent. The Bylaws & Education Committee and the General & Human Rights Committee will be proposing training topics and subject matter tomorrow for Council.

- Regional seminars (line 19) include expenses for Manitoba, and Saskatchewan. BC and Quebec had their seminars, but expenses are still outstanding. Two regions have not yet had their seminars. Expenses for twelve new activists to attend regional seminar were taken from this line item to date.
- There was discussion that line item 10, Regulation 12, may be considered by the National President for local rejuvenation training (ie. loss of salary). Final decision will lie with the National President.
- The Human Rights Committee has not had their annual meeting yet; therefore Line 23 is expected to change later in the year.
- Line 35, the Communications and website maintenance was spent at 171%. This is due to the establishment of the new website that conforms to online accommodation needs as well as it was recoded. From now on basic maintenance for the website will be \$170 per month. It is expected that this line item will average out to the budgeted amount over the current three-year cycle.

New Business

Agenda items submitted by RVPs were tasked to the finance committee for discussion and other items regarding communication were also discussed.

1. Discussion on the National Council IT allowance

Motion: To increase the National Council's IT allowance from \$1500 per cycle up to \$2500 per cycle, to cover computer, cellular, hardware and accessories expenses, with receipts.

Motion by Sherry Hunt

Seconded by Nadia Sokal

Carried: unanimously

Costed at (an additional) \$18 000/cycle.

Rationale: This allowance hasn't been increased since at least before 2011. Inflation and increased costs make it difficult to equip Council members with tools they need, with an allowance of \$1500. New Council members may incur larger expenses as they start their terms, whereas repeat term members may not require the complete allowance. The average cost of a cell phone and laptop in Canada is ~\$2500. There was discussion about if a member is in emergency need of a cell phone or laptop due to unforeseen damage. Replacement would be considered on a case by case basis by National Executive.

Motion made by Audrey and seconded by Gus to increase this amount to \$3500 – passed.

The Committee had a discussion regarding the \$500/yr miscellaneous expense for National Council. This expense can be used to claim for additional computer hardware or accessories. A reminder that an expense form needs to be submitted to National AU Office at the end of the year, to be eligible for this expense.

2. Software programs for RVPs to efficiently and effectively do union business

Motion: For National AU Office to cover the following yearly software subscriptions for Microsoft 365, Adobe Acrobat Pro and Zoom (full basic).

Motion by Nadia Sokal
Seconded by Dorothy McRae
Carried: unanimous

Costed at \$18 360/yr for National Council members (on an individual basis). Luc will investigate if business or group licenses would be at a lower cost.

Rationale: In the past when a computer was purchased, some software would be included. Yearly software subscriptions have become the reality for these products. The above-mentioned programs were the ones the committee thought was the most commonly necessary for our work.

3. Council weekend work allowance discussion

Motion: To increase Council weekend pay allowance to gross pay of \$300 per day.

Motion by Sherry Hunt
Seconded by Nadia Sokal
Carried. Dorothy McRae recorded against.

Costed at \$19 200/yr.

Rationale: It's been a long time since this allowance has been adjusted. A comparison was made to the EG-03 gross daily salary (~\$313/day).

4. Cloud for large file transmittal

Previous discussion suggested a need for a way to share large documents between RVPs, LROs and the national office. Currently there is a process for transferring grievance related documents to National Office. However, it was suggested that a confirmation email from the office listing which documents were received would be helpful for the person submitting the grievance document package.

It was noted that if the motion passes for Microsoft 365 subscription to be provided to all Council, we would have access to the SharePoint program for file sharing. No motion or suggestion for alternative file sharing programs were deemed necessary at this time.

5. Discussion on WhatsApp chat purpose and guidelines

The WhatsApp chat's purpose is for the following:

- Emergency information and communication
- Social event information
- Questions of a general nature

Since the WhatsApp chat is necessary for communication during emergencies, Council members are strongly encouraged to be on the chat when National Council is in session. However, WhatsApp chat participation is not required when National Council is not in session.

For official business and serious questions, please use email communication.

Friendly Guidelines for the chat include:

- Please be mindful of the purposes of the chat
- Please try to have messages in both official languages

6. Discussion on Component contribution to Chris Aylward's retirement gift

The committee asked the National AU President to provide more information on the invitation to contribute to outgoing National PSAC President's retirement gift, including the amount of money being proposed as a contribution.

7. Discussion on RVPs being CC'd on Local communication with National Office

The Committee discussed this topic. It was recognized that there may be isolated times where RVPs may not be CC'd, hence reminders will be given to staff. There is a hierarchy in our communications, since members are represented by their locals and locals are supported by their RVPs. Hence, members will be referred to their locals or RVPs. Locals and/or RVPs will be CC'd on emails, where necessary.

8. Discussion on a mid-National Council Town Hall meeting for information transfer

Motion: To have a virtual touch base meeting for information transfer, in between National Council meetings for the remainder of this cycle. Alternates will be invited as observers. This will be re-assessed at the end of this cycle.

Motion by Nadia Sokal
Seconded by Sherry Hunt
Carried: unanimous

Costing: For a 3 hour zoom meeting during work hours, interpretation the cost for the remainder of the cycle would be \$80 000

Rationale: It was discussed that information updates between National Council meetings may be helpful to help streamline in person National Council meetings. This town hall could also be used to help rebuilding of our component, and training of alternates.

9. Sharing of National Executive Meeting minutes

Motion: That AU National Executive meeting minutes will be emailed to National Council prior to the national council meeting.

Motion by Dorothy McRae
Seconded by Sherry Hunt
Carried: unanimous

Rationale: Council members would like to be prepared to ask questions and discuss the National Executive meeting minutes, which are not posted our website.

This report is moved by Patrick St-Georges and seconded by Nadia Sokal.

APPENDIX 5

**National Council
Conseil national**

May-24

Recorded Votes/Votes Consignés

	1	2	3	4	5	6	7	8	9	10	11	12	13
Beaurivage, Jannick	1	1	1	1	1	1	1	1	1	1	1	1	
Guérineau, Séverine	1	1	1	1	1	1	1	1	1	1	1	1	
Hunt, Sherry	1	1	1	1	1	1	1	1	1	1	1	1	
Jeansonne, Don	1	1	1	1	1	1	1	1	1	1	1	1	
Krishnakumar, Bralavan	1	1	1	1	1	1	1	1	1	1	4	4	
Mardli, Gus	1	1	1	1	1	1	1	2	1	1	1	1	
McRae, Dorothy	3	1	1	1	2	2	1	2	1	1	1	1	
Olynyk, Randy	1	1	1	1	2	1	1	2	1	1	1	1	
Pennington, Jan	1	1	1	1	1	1	1	1	1	1	1	1	
Sokal, Nadia	1	1	1	1	2	1	1	1	1	1	4	4	
Spence, Stewart	1	1	1	1	2	2	1	2	1	1	1	1	
St-Georges, Patrick	1	1	1	1	1	1	1	1	1	1	1	1	
St-Germain, Audrey	1	1	1	1	1	1	1	1	1	1	1	1	x
Swerdlyk, Aaron	1	1	1	1	2	1	1	1	1	1	1	1	
Veale, Curtis	1	1	1	1	1	1	1	1	1	1	1	1	
White, Kasia	1	1	1	1	1	1	1	1	1	1	1	1	
Dyck, Milton	1	1	1	1	2	1	1	1	1	1	1	1	
VACANT, North Alberta													

1=yes/pour 2=no/non 3=abstain/abstention 4=absent

Quorum: Bylaw 6 sec 6

VOTE

- 1 approved November 2023 minutes
- 2 President report
- 3 By-Laws Standing Committee report
- 4 General Standing Committee report
- 5 Motion to increase the IT allowance Finance motion from \$2,500 to \$3,500
Finances Motion 1: To increase the National Council's IT allowance from \$1,500 per cycle up to 3,500 per cycle, to cover computer, cellular, hardware and accessories expenses, with receipts.
- 6 Finances Motion 2: For National AU Office to cover the following yearly software subscriptions for Microsoft 365, Adobe Acrobat Pro and Zoom (full basic).
- 7 Finances Motion 3: To increase Council weekend pay allowance to gross pay of \$300 per day.
- 8 Finances Motion 4: To have a virtual touch base meeting for information transfer, in between National Council meetings for the remainder of this cycle. Alternates will be invited as observers. This will be re-assessed at the end of this cycle
- 9 Motion: That AU National Executive meeting minutes will be emailed to National Council prior to the national council meeting
- 10 Finances & Communication Standing Committee report
- 11 Collective Bargaining and Health and Safety Standing Committee report

VOTE

- 1 Adoption des minutes novembre 2023
- 2 rapport du président
- 3 rapport du comité permanent des Statuts et règlements
- 4 rapport du comité des questions générales
- 5 Augmenter l'allocation des TI Motion 1 des finances de 2 500\$ à 3 500\$
Finances Motion a: Que soit augmentée l'indemnité pour les TI du Conseil national afin qu'elle passe de 1 500 \$ à 3 500 \$ par cycle, pour payer les ordinateurs, les cellulaires, le matériel et les accessoires, sur présentation de reçus.
- 6 Finances Motion 2: Que le Bureau national du Syndicat de l'Agriculture paie les frais des abonnements annuels aux logiciels suivants : Microsoft 365, Adobe Acrobat Pro et Zoom (version de base complète).
- 7 Finances Motion 3 : Que soit augmentée l'indemnité de fin de semaine du Conseil pour qu'elle corresponde à la somme brute de 300 \$ par jour.
- 8 Finances Motion 4: Que soit tenue une brève rencontre virtuelle aux fins d'échange d'information entre les réunions du Conseil national pendant le reste de ce cycle. Des personnes suppléantes seront invitées à titre d'observateurs. La nécessité de ces rencontres sera réévaluée à la fin du cycle
- 9 Motion: Que les procès-verbaux de l'Exécutif national soit envoyer par courriel au conseil national avant les prochaines réunions.
- 10 rapport du comité permanent des finances et communication
- 12 rapport du comité permanent de la négociation collective et de la santé et sécurité