

# Harassment Concerns Us All

BOMBARDIER  
AEROSPACE



## What is harassment?

Harassment is verbal or physical behaviour detrimental to the dignity or integrity of an individual or group of individuals and may be repetitive.

Harassment can take many forms:

- an insult, joke, comment, attitude or gesture that demeans a race, religion, gender, disability, language, social condition, etc.
- a degrading photo or poster
- belittling someone's work
- undesirable physical contact
- intimidating looks
- abusing power
- threats.

## How can we prevent it?

Making harassment everyone's concern is the best way to create a healthy and harmonious work environment that respects the physical and moral integrity of all employees.

Other steps:

- be aware of your work environment
- respect others so as to earn their respect
- become familiar with the policy and procedure on harassment
- report any form of harassment as quickly as possible.

## What should we do in such cases?

If you believe you are a victim of, or a witness to harassment:

- if possible, tell the harasser that you find his or her actions objectionable and report the incident to your superior or a member of the Harassment Resource Committee
- if the situation continues, keep a written record of all relevant information – dates, times, nature of the harassment, names of witnesses
- contact the Committee at any time.

## What is the role of the Harassment Resource Committee?

- To meet with complainants and hear their complaints.
- To help complainants record the facts.
- To inform complainants of their rights and possible recourse.
- To take action aimed at resolving the conflict through mediation.
- To act impartially, respecting confidentiality at all times.

You can obtain the *Procedure for Managing Harassment Complaints and Bombardier Inc.'s Policy* at your Human Resources counter or on Bnet, under Departments/Human Resources/Montréal Area.

For information: (514) 855-7199

BOMBARDIER  
AEROSPACE

