Sexual violence and harassment prevention

Human Resources Communication Plan

Human Resources
September 29, 2015
**Background**
Within the scope of the initiatives undertaken by the Sexual Violence and Harassment Action Plan Committee, Human Resources sees itself as a partner in preventing and combatting sexual violence and harassment.

**Human Resources Mandate**
Human Resources has a mandate to support and assist administrative and faculty managers who need to manage situations involving sexual violence, or harassment or who will be serving as direct or indirect witnesses. This support and assistance will be provided through labour relations consultants and nurses.

**Primary objectives**
1. Training
   a. Inform deans, directors and managers from faculties and services of the various training sessions on preventing violence and harassment and on managing difficult situations and communications being offered by HR, by other uOttawa services and by consultants.

2. Support
   a. Remind employees of the Employee Assistance Program (EAP).
   b. Encourage employees and their union representatives to use EAP services.

3. Awareness
   a. In partnership with other University services, such as the Human Rights Office, the Student Academic Success Service, and Protection Services, encourage the faculties and services to promote prevention activities and to support the creation of healthy and safe work environments.
   b. Inform employees of University initiatives that aim to prevent sexual violence
   c. Distribute any promotional items available to HR during the awareness campaigns.

**Target audience**
- Faculty deans
- Chief administrative officers
- Directors of services and faculties
- Managers
- Front-line employees
- The rest of the university community (including employees, visitors and contractors)

**Partners**
- University of Ottawa Health Services
- Human Rights Office
- Faculty Affairs
- Protection Services
- Student Academic Success Service (SASS)
- Teaching and Learning Support Service (TLSS)
- Centre d’aide et de lutte contre les agressions à caractère sexuel (CALACS) (external firm)
- Ottawa Rape Crisis Centre (external firm)
Focus of communications
Human Resources will ensure that the faculties and services are well informed so that they are equipped to educate employees, and consequently students, on how to prevent sexual violence and harassment in the workplace. Human Resources will provide support and assistance in handling cases involving harassment and violence and in managing delicate situations.

Communication strategy

- **Internet:**
  - Main page of the Human Resources website:
    - Target audience: Entire university community
    - Description: Information
    - Objective(s): All
    - Start and end dates:
    - Resources: HR Communications; HR Technical Support; Leadership, Learning and Organizational Development; Labour Relations
  - **HR Workshop page**
    [www.uottawa.ca/human-resources/learning/workshops](http://www.uottawa.ca/human-resources/learning/workshops)
    - Target audience: All employees
    - Description: Classroom training sessions given by designated consultants
    - Objective(s): Managing difficult situations, preventing violence and harassment
    - Start and end dates: Periodically over the course of the year
    - Resources: Leadership, Learning and Organizational Development; Labour Relations; Office of Risk Management.

- **VirtuO (employee portal)**
  - Target audience: All employees
  - Description: Information
  - Objective(s): All
  - Start and end dates: September 21
  - Resources: Monique Adeito and Jean Loubert (HR Communications team)

- **uoCal**
  - Target audience: All employees and students
  - Description: Promotion of HR activities about available services (Wellness Week: booths at the launch and mid-week — Kristine Houde, Project Manager, Health and Wellness, HR)
  - Objective(s): 3a
  - Start and end dates: November 16 and 20, 2015
  - Resources: Monique Adeito, Jean Loubert, Kristine Houde, Health Services

- **Email**
  - Target audience: All employees
  - Description: Announce HR’s commitment, inform the community of the various training sessions available (existing, readapted and new sessions), announce related Health and Wellness Week activities
  - Start and end dates: September 17, and periodically
  - Resources: Communications Directorate, Faculty Affairs, Human Rights Office, Protection Services, SASS, TLSS
- **Articles**
  - *Gazette* (newsletter)
    - Target audience: All employees
    - Objective(s): All
    - Dates: Ongoing
    - Resources: Communications Directorate, HR Communications team

- **Digital screens**
  - Tabaret and other campus locations
    - Target audience: All employees
    - Description: Inform, raise awareness
    - Objective(s): 2 and 3
    - Dates: Ongoing
    - Resources: HR Communications team

- **Printing**
  - Promotional items
    - Target audience: All employees
    - Description: Posters (Health and Wellness Week), banners (Health and Wellness Week / Health and Wellness section and partners, if applicable)
    - Objective(s): 2 and 3
    - Start and end dates: November 16 and 20, 2015
    - Resources: docUcentre, Health and Wellness section, HR Communications team

**Budget**
- For HR needs: City of Ottawa social workers and health professionals will be invited to Health and Wellness Week: no cost
- Instructors: costs absorbed by services other than Human Resources
- Equipment/room rental: $1,500

**Assessment**
- Report from the data sub-committee (data on attendance at the training sessions, number of complaints, number of consultations / need for advice). Data sources: Labour Relations, Health and Wellness section, among others.