



## CAMPUS VFX

### Policy on sexual harassment and violence

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The purpose of this policy is to support Campus VFX employees, students, suppliers and contractors in preventing and dealing with situations of psychological harassment, in accordance with the provisions of the Act respecting labour standards.

#### 1) OBJECTIVES

The objectives of this policy are to;

- to affirm Campus VFX's commitment to preventing and putting a stop to any situation of psychological or sexual harassment related to work, including harassment from external sources;
- indicate the means in place to prevent harassment, including information and information and training programs;
- establish a procedure for dealing with complaints and problem situations brought to the attention of the employer, or its designated representative, by way of report.

#### 2) SCOPE

This policy applies to all Campus VFX staff, students, suppliers and contractors, at all hierarchical levels, including in the following locations and contexts:

- workplaces, including telecommuting, where applicable;
- any other place where people are likely to be in the course of their employment (e.g.: common areas on the employer's premises, during meetings, training courses, travel);
- during work-related social activities.

This policy also applies to communications transmitted or received by any means, technological or otherwise, in a work context (e.g., social media, e-mail, text messaging, postings, letters).

Update March 25, 2025



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### 3) DEFINITION

The Act respecting labour standards defines psychological harassment as follows [1]:

“A vexatious behaviour manifested either by repeated behaviours, words, acts or gestures, which are hostile or unwanted, which affects the dignity or the psychological or physical integrity of the employee and which results, for the employee, in a harmful work environment. For greater clarity, psychological harassment includes such conduct when it manifests itself in such words, acts or gestures of a sexual nature.

A single act of serious conduct may also constitute psychological harassment if it causes such harm and produces a continuing harmful effect on the employee.”

This definition includes harassment of a discriminatory nature related to one of the grounds set out in the Charter of Human Rights and Freedoms [2].

[1]

<https://www.cnesst.gouv.qc.ca/fr/prevention-securite/milieu-travail-sain/harcelement-au-travail/harcelement-psychologique-sexuel-au-travail>

[2] <https://www.legisquebec.gouv.qc.ca/fr/document/lc/C-12>

### 4) POLICY STATEMENT

#### a) Administration rule

Campus VFX neither tolerates nor condones any form of harassment in the workplace, whether:

- by managers towards employees;
- between colleagues;
- by employees towards their superiors;
- by anyone associated with the company: students, suppliers, contractors, visitors or others.



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Any person who breaches this policy will be subject to appropriate disciplinary measures. The choice of applicable measure will take into account the seriousness and consequences of the act(s) as well as the previous record of the person who committed them.

Any person who makes false accusations with the intention of causing harm is also subject to appropriate disciplinary measures.

### **b) Staff responsibilities**

It is the responsibility of all staff members to behave in such a way as to maintain a workplace free from psychological or sexual harassment. To this end, the following expectations are placed on all staff members:

- contribute to maintaining a harassment-free workplace;
- to respect individuals in the course of their work;
- participate in the mechanisms put in place by the employer to prevent and stop harassment;
- report any harassment-related situation as soon as possible to one of the persons designated by the employer to receive and deal with complaints and reports.

### **c) Prevention of psychological or sexual harassment**

Campus VFX is committed to taking reasonable steps to provide a work environment free of all forms of harassment in order to protect the dignity as well as the psychological and physical integrity of individuals.

In accordance with its legal obligations, the employer implements measures to identify, control and eliminate the risks of psychological or sexual harassment, in particular by :

- disseminating this policy in such a way as to make it accessible to all employees, by posting it on the intranet;
- keeping a constant watch on risks and risk factors likely to generate situations of harassment;



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- ensuring that everyone understands and respects the policy;
- promoting respect between individuals;
- regularly raising staff awareness of their roles and responsibilities in preventing harassment, particularly at employer-organized social events;
- setting up awareness-raising meetings for staff, students and those designated to receive and deal with complaints and reports, including :
  - discussion meeting between the employer and employees on situations relating to psychological, sexual or discriminatory harassment, incivility and the measures provided for in this policy.
  - mention of the policy on psychological, sexual or discriminatory harassment, on incivility and on the measures provided for during the student orientation meeting.
- consulting staff on situations specific to their workplace that could create conditions that could lead to harassment;
- meeting with departing employees to find out why they are leaving;
- having a diligent process for handling complaints and reports.

Campus VFX undertakes to integrate this policy for the prevention and management of situations of psychological or sexual harassment and all resulting measures into the prevention program or action plan for occupational health and safety, to review this policy at least once a year and to communicate any changes to employees.

### **d) Handling of complaints and reports**

Any staff member or student who believes that he or she is experiencing harassment in connection with his or her work or studies may file a complaint so that Campus VFX can take the necessary action to correct the situation.



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Any staff member or student, including anyone who witnesses behaviour or conduct that appears to be harassment or is at risk of becoming harassment, may also file a report to bring the situation to the attention of Campus VFX.

A report or complaint may be made verbally or in writing. Details of incidents should be described as accurately as possible to facilitate prompt and diligent handling.

The law prohibits any form of prejudice or reprisal on the part of the employer - Campus VFX in the handling and settlement of a complaint or report.

Campus VFX undertakes to :

- deal with the complaint or report as quickly as possible;
- preserve the dignity and privacy of those involved, i.e. the person who made the complaint or report, the person who is the subject of the complaint or report, and witnesses;
- ensure that all persons concerned are treated humanely, fairly and objectively, and are offered appropriate support;
- protect the confidentiality of the intervention process, including information relating to the complaint or report;
- offer, with the consent of the persons concerned and when appropriate, to hold a mediation meeting to resolve the situation, ensuring that this accompaniment takes place in a neutral and impartial context;
- if necessary, conduct an investigation without delay and in an objective, neutral and impartial manner or, if internal resources are not available or if they do not have the skills required to do so, to entrust responsibility to an external intervener in order to preserve the impartiality of the intervention and ensure its quality. The persons concerned will be informed of the outcome of this procedure. If the investigation does not establish that unacceptable behaviour has taken place, all material evidence will be retained for two years and destroyed thereafter;



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- take all reasonable measures to resolve the situation, including, but not limited to, appropriate disciplinary sanctions such as the following;
  - dismissals
  - legal proceedings
- review existing harassment prevention measures to ensure that they are still effective, to avoid any recurrence of similar events.

The person designated by Campus VFX to receive and handle complaints and reports is:

Andria Ambrose, Owner, CEO  
604-558-4999  
ria@campusvfx.com

This person is primarily responsible for :

- inform staff of the employer's policy on psychological, sexual or discriminatory harassment and incivility;
- receive complaints and reports;
- evaluate each request and recommend the appropriate action or intervention based on the context;
- determine who will be the competent person in charge of intervention:
- follow up to ensure that the persons concerned are adequately supported and that the intervention has achieved the desired effects.

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- ensure that the persons designated to receive and handle complaints and reports are duly trained to assume the responsibilities entrusted to them, and that they have the necessary skills and tools at their disposal for handling and following up complaints or reports, in particular for assessing complaints alleging harassment, with a view to recommending an administrative investigation;



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- free up work time so that the designated persons can carry out the duties assigned to them.

*Beauvais*

Signature of employer or  
its designated representative :

Stéphanie Beauvais

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*March 25, 2025*

Date