



SAFE CONDUCT GUIDE FOR CAMPAIGN MANAGERS

All volunteers, staff, and candidates have a responsibility to take the Safe Campaigns online training course, and to familiarize themselves with LPC's Campaign Code of Conduct. All persons in a leadership role, whether paid or volunteer, have the following additional responsibilities:

1. To post the Campaign Code of Conduct and a copy of the LPC Respectful Workplace Policy in a highly visible place in the campaign office;
2. To remind everyone on the campaign - daily if necessary - that LPC will not tolerate any harassment on the campaign;
3. To be careful when sending people door knocking, ensuring that those people have a way to communicate any problems, are comfortable with the people they are with, and are being sent to neighbourhoods and buildings where they will be safe;
4. To follow up with volunteers who suddenly stop participating without explanation, to see if there was an unreported issue of harassment;
5. To ensure that cliques are not forming for reasons based on discriminatory grounds, that leave some people feeling excluded (people who are isolated are more likely to be victims of harassment);
6. To check in with volunteers and staff regularly to make it clear that you are open to having difficult conversations, around matters of safety; and
7. To give appropriate guidance, should an individual choose to approach you to report harassment.

HOW TO RESPOND TO COMPLAINTS OF HARASSMENT

Should a volunteer, employee, or candidate approach you for guidance because they have experienced harassment, here are some best practices for dealing with their concern.

First, empathize with the person alleging harassment. Harassment can be a traumatic experience and even a person who is outwardly composed might be feeling distraught.

Second, give assurance to the person making that report that you are not questioning what they are telling you, even if you are skeptical. Your role is to listen, and it is not your place to challenge their version of events or to pick a side.

Third, assure them that the Liberal Party of Canada takes complaints seriously, and that there are processes in place to provide them with support and protection. You can direct them to the LPC Respectful Workplace Policy, available online at liberal.ca/safe-campaigns.

Fourth, take careful notes of what they tell you and ask them to keep records of the unwanted behaviours. They should make notes of the events that occurred, with the location, times, and dates of all incidents, as well as the names of any witnesses. They should also screenshot any communication and keep relevant voice mails. They can ask other witnesses to the same.

Fifth, encourage them to report the harassment and give them the tools they need to do so. There is both a phone line (1- 844-689-1737) and a website (liberal.ca/report), if they choose to make a report to the organization. You can also give them the contact information to report directly to the following Officers identified in the Policy:

- a. The Human Resources Manager in the National Office;
- b. The National Director; or
- c. Director of a Provincial or Territorial Board.



Sixth, ensure that the person feels safe returning to their duties. You may have to make immediate changes to the assignment of responsibilities in order to avoid exposing the person to further harassment.

Seventh, make any changes necessary for the rest of the campaign to ensure that the person and others are not exposed to further harassment. While maintaining the privacy of the individual, speak to other people involved in the campaign and ensure that the overall work environment is safe for everyone.

Finally, follow up with the person in the days following the initial conversation. Make sure they have access to support, and that they feel able to pursue a resolution of the issue that will make them feel safe and validated. Again, you can refer them to the Officers identified above.

A FEW FINAL NOTES:

- It is important to maintain the privacy of individuals who have chosen to come to you with a report. Do not approach the accused person without the explicit prior consent of the person making the complaint, and do not share the story with others inside or outside of the campaign without explicit permission. The Liberal Party of Canada is committed to maintaining the confidentiality of complainants.
- It is not your responsibility to accept a formal report of harassment or for you to investigate claims of harassment. Only the party leadership named above can accept a formal report or undertake an investigation.
- Likewise, you should never discourage an individual from making a report, either directly or by insinuating that it will create problems for the campaign. The party wants to hear about all possible cases of harassment so that steps can be taken to address the concerns.
- If an individual decides that they do not want to make a formal report then, depending on the seriousness of the harassment, you should consider speaking to one of the individuals named above to see if the party needs to act. For example, if you become aware of a complaint involving workplace violence, such as stalking or assault, or a complaint involving possible criminal conduct, you should bring the matter to the attention of one of the Officers identified in the Policy.
- You should not act in a way to sanction the person who has been accused. You should only make the changes necessary to keep the harmed person safe.
- Once party leadership has made a decision, act according to the decisions that have been made. For example, if a person is to be prohibited from attending party events then you have a responsibility to enforce that prohibition.
- Feel free to share this guide with anyone else in your office that you feel is likely to be approached by an individual who has experienced harassment.

Thank you for showing leadership in the creation of safe environments!