

# Reminder To Federal Employers: Deadline For Annual Workplace Harassment And Violence Occurrence Report

written by Tina Tsonis | March 2, 2022



You must submit your Annual Harassment and Violence Occurrence Report by March 1. This is the first deadline for this report, which is required under the *Workplace Harassment and Violence Prevention Regulations* that came into effect a year ago. The components of the annual report, as per the Regulations, include the following:

- a) the employer's name or the name of the business;
- b) the business number as defined in subsection 248(1) of the [Income Tax Act](#);
- c) the name of a person who can be contacted about the report;
- d) the following information relating to any occurrences for which notice was provided pursuant to the Regulations during the previous calendar year:
  - (i) the total number of occurrences;
  - (ii) the number of occurrences that were related, respectively, to sexual harassment and violence and non-sexual harassment and violence;
  - (iii) the number of occurrences that resulted in the death of an employee;
  - (iv) if known, the number of occurrences that fell under each prohibited ground of discrimination set out in subsection 3(1) of the [Canadian Human Rights Act](#);
  - (v) the locations where the occurrences took place, specifying the total number of occurrences that took place in each location;
  - (vi) the types of professional relationships that existed between the principal and responding parties, specifying the total number for each type;
  - (vii) the means set out in section 32 by which resolution processes were completed and, for each of those means, the number of occurrences involved; and
  - (viii) the average time, expressed in months, that it took to complete the resolution process for an occurrence.

*The content of this article is intended to provide a general guide to the subject matter. Specialist advice should be sought about your specific circumstances.*

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