Formal Complaint Process

CONSULT WITH RESOURCE PERSON

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- Resource person will outline the formal complaint process. Throughout the process, the employees may have representation from the Union or Association

STAGE 1: DOCUMENTATION AND NOTIFICATION

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- A formal written complaint will be drafted with assistance from resource person using the Workplace Harassment Formal Complaint Form, detailing the particulars of the allegation.
- Senior Human Resources Personnel will provide notification of the complaint, without delay, to the Complainant, the Respondent and to the appropriate Supervisory Officer(s)/designate

STAGE 2: INVESTIGATION

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- The Investigator will collect evidence by meeting with the Complainant and Respondent (separately), interviewing witnesses and investigating all allegations described in the complaint.
- A confidential written record will be kept throughout the investigation.

STAGE 3: REPORT AND CONCLUSION

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- When the investigation is complete, the Investigator will prepare a report for the Supervisory Officer responsible for the Workplace Harassment Policy.
- The Supervisory Officer responsible for the Workplace Harassment Policy will review the report and will recommend to the Director of Education/designate what remedial action to take in the circumstances.
- The Supervisory Officer/designate will advise both the Complainant and Respondent, in writing, of the results of the inquiry and any disciplinary and/or remedial action to be taken.
- If no harassment is found, both parties are informed in writing and the file will be closed. All documents will be retained in a sealed confidential file separate from the personnel file.