

Number:	<i>To be determined</i>
Topic:	Discrimination and Harassment
Effective:	Immediately
Cross-Reference:	Administrative Procedure-Workplace Violence-Domestic Violence, Occupational Health & Safety Act
Review/Revision Date:	December 2011
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

The Halton District School Board recognizes the need in providing an environment in which employees can work, students can learn and volunteers can participate which

- fosters respect for the dignity, worth and well-being of all members of the Board's community;
- provides an opportunity for all individuals to develop their full potential;
- is conducive to the pursuit of excellence; and
- is committed to ongoing education and awareness of the issues of discrimination and harassment.

The Halton District School Board will not tolerate discrimination or harassment which is contrary to the *Human Rights Code*, on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, same-sex partner status, disability, age, marital status or family status, and, in the case of employment, record of offences.

In addition, the Halton District School Board also recognizes "Workplace Harassment" which means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

PROCEDURES:

The following pages provide specific detail regarding the process for the reporting and investigation of harassment and discrimination.

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1. Statement of Commitment

The Halton District School Board is committed to:

- providing an environment in which employees can work, students can learn and volunteers can participate which:
 - fosters respect for the dignity, worth and well-being of all members of the Board’s community;
 - provides an opportunity for all individuals to develop their full potential; and
 - is conducive to the pursuit of excellence.
- ongoing education and awareness of the issues of discrimination and harassment.

In making this commitment, the Board recognizes the rich diversity of our social fabric and the benefits which diversity brings to all members of the Board’s community. The Board is committed to encouraging the tolerance of and valuing of differences and, in particular, those differences which are recognized in the Ontario *Human Rights Code*.

Under the Ontario *Human Rights Code* discrimination and harassment are illegal practices. It is the policy of the Halton District School Board that the Board will not tolerate discrimination or harassment which is contrary to the *Human Rights Code*, on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, same-sex partner status, disability, age, marital status or family status, and, in the case of employment, record of offences.

The Halton District School Board also recognizes that employees have the right to feel safe at work. The Ontario Health and Safety Act requires the Board to investigate all allegations of workplace harassment in order to provide a safe working environment for all employees.

“Workplace Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

2. Responsibilities of the Staff, Students and Volunteers of the Halton District School Board

It is the Board’s expectation that each employee, student and volunteer will adhere to the Board’s Policy by:

- refraining from engaging in discrimination and harassment which are contrary to Ontario’s *Human Rights Code or the Occupational Health and Safety Act*;
- reporting occurrences of discrimination and harassment;
- being a positive role model;
- supporting victims of discrimination and harassment.

Discrimination and harassment which are contrary to the Human Rights Code or the Occupational Health and Safety Act, undermine the dignity and mutual respect of individuals in the system, threaten personal well-being and performance and will not be tolerated.

All staff and students in the Halton District School Board have a responsibility to respond to incidents of discrimination and harassment, which are contrary to the *Human Rights Code or the Occupational Health and Safety Act*.

In the school setting, it is imperative that the principal or vice-principal be informed of all incidents of discrimination and harassment that occur in a school or on school property.

All cases of discrimination and harassment that are reported will be dealt with.

3. Purpose

These guidelines and procedures are intended to:

1. Ensure all employees, students and any others having an on-going relationship with the Halton District School Board are aware of the Board's policy on discrimination and harassment.
2. Through an increased emphasis on and awareness of rights and responsibilities under the *Human Rights Code or the Occupational Health and Safety Act*, prevent discrimination and harassment from occurring.
3. Provide clear and precise procedures for the resolution of incidences of discrimination and harassment which are contrary to the *Human Rights Code or the Occupational Health and Safety Act* in all settings administered by the Halton District School Board.
4. Provide adequate information to enhance understanding of rights and responsibilities under the *Human Rights Code or the Occupational Health and Safety Act* and to ensure resolution of any complaints within the system.
5. Underscore the seriousness of harassing or discriminatory behaviour and inform staff, students and any others having on-going relationships with the Board that punitive measures may be adopted in the face of repeated offences or even single occurrences where the behaviour warrants a response.

4. Definitions

Discrimination: unequal treatment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, same-sex partner status, disability, age, marital status or family status, and, in the case of employment, record of offences. Discrimination includes harassment and may also occur where a supervisor or teacher accepts, condones or fails to deal with discrimination or harassment by someone for which the supervisor or teacher is responsible against another in the school board's community.

Indirect Discrimination or systemic discrimination are not blatantly discriminatory, nevertheless have the result, when applied, of excluding or restricting or giving preference to a group which is identified by a protected ground under the *Human Rights Code*.

Harassment: vexatious comment or conduct which is known or ought reasonably to be known to be unwelcome. Harassment normally involves persistent comments or conduct, but may include a single act. Supervision, evaluations and corrective actions in the normal course will not usually be found to be harassment.

Workplace harassment is any vexatious comment or conduct against an employee that is known or ought reasonably to be known to be unwelcome. Workplace harassment can be directed at a co-worker, sub-ordinate or manager. Workplace harassment does not include decisions or actions relating to the employee's employment, including a decision to change the work being performed or the working conditions, the appraisal of an employee's performance, to discipline the employee or to terminate the employee's employment.

The most common forms of harassment under the Human Rights Code are racial harassment, sexual harassment; but harassment on any ground protected under the Code is prohibited. For a clearer understanding of harassment, and not to suggest that other forms of harassment are permissible, examples of conduct, which would constitute racial or sexual harassment are set out below:

a) Racial Harassment:

Racial harassment occurs where a person engages in a course of activity or comment that refers to or emphasizes the race or other race-related characteristics of an individual and where it could be reasonably anticipated that such comment or conduct would be unwelcome.

The offensive activity need not expressly refer to a person's race, place of origin, creed, and so on, but need only be motivated by those considerations.

For example, circumstances where an individual is consistently treated in a less favourable manner compared with others in the same position, where the differential treatment is motivated by the person's race.

More direct examples of racial harassment include:

- racial epithets;
- demeaning comments made to a person because of his/her race;
- jokes or cartoons making fun of a racial group;
- inappropriate comments about cultural differences (for example, accents, clothing or dress);
- comments or conduct motivated by consideration of a person's membership in a racial group which may not be intentionally offensive, but may still be unwelcome and constitute a violation of the Code;
- physical assault which is racially motivated.

b) Sexual Harassment:

"Sexual harassment may be broadly defined as unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victims of the harassment." [Supreme Court of Canada in Janzen v. Platy Enterprises]

The types of conduct which can be found to constitute sexual harassment include:

- the use of sexually profane language;
- rude or suggestive remarks of a sexual nature;
- sexually-based jokes or cartoons, whether communicated in person or electronically;
- photographs showing men or women in sexually provocative poses;
- unwanted physical contact, including patting, touching or grabbing;
- wolf-whistles or cat-calls which cause embarrassment;
- degrading sexually-based nick-names such as "babe", "stud" or "chick";
- referring to a woman as a "fat cow";
- indicating that a woman has limited potential because of her gender;
- bragging about sexual prowess in the hearing of others;
- intimidating behaviour such as blocking a person's way or pinning them to the wall;
- stalking;
- insistent requests for dates.

Sexual harassment also includes any actions taken as a reprisal against a person who has declined a sexual advance or invitation.

Sexual harassment does not include sincere personal compliments, a hug between friends or a mutual flirtation.

Age is defined as over the age of 18 years.

Family status is limited to being in a parent and child relationship only. It does not extend to aunts, uncles, nephews, nieces, cousins.

Record of offences is a protected ground only in employment. It is defined to include any criminal conviction for which a pardon has not been granted. Criminal convictions are convictions for offences under the *Criminal Code* or Federal Drug legislation. Record of offences also includes offences under provincial statutes, such as the *Highway Traffic Act* and the *Liquor Licence Act*.

Complainant under these guidelines, refers to any person who feels that he/she is being harassed or discriminated against.

Contractor includes any person or company which enters into a contract with the Board or a school to provide services or goods to the Board or a school, or any employee or agent who acts on behalf of such person or company.

Employee under these guidelines, refers to any employee of the Halton District School Board. The complaint processes available to employees are also available to volunteers and, for that purpose, the word “employee” should be read to include volunteer.

Respondent under these guidelines, refers to any person who is accused of the harassing or the discriminatory behaviour.

Student includes all persons, regardless of age, who are enrolled in any program offered by the Halton District School Board.

Volunteer includes any parent or other community member who provides assistance in classrooms or around the school, or who belongs to any school or board committee and who is not remunerated for his/her activities.

5. Resolution Procedures

5.1 Who can use these Procedures?

Any employee, student or volunteer has the right to complain about situations which he/she believes to be discriminatory or harassing, whether he/she is directly involved as the victim of the discrimination or harassment or has observed the discriminatory or harassing conduct exercised against another or others.

The procedures set out below should also be used by any complainant who believes that he/she has been the subject of any act of reprisal for bringing an instance of discriminatory or harassing conduct to the attention of the Board through these procedures or otherwise.

5.2 Locations Affected by these Procedures

These Procedures are intended for all locations where business or social activities of the Halton District School Board are conducted. Discrimination and harassment can include incidents that happen away from Board property outside of normal business hours that are linked to the workplace and employment or have a detrimental impact on school climate.

5.3 Timelines

A complaint should be brought to the attention of the Board within six (6) months of the occurrence of the events which give rise to the complaint. However, where a reasonable circumstance exists for failing to bring the complaint within six (6) months and the delay would not result in any prejudice to the respondent, a complaint may be accepted beyond the six (6) month limit.

5.4 Mediation

At any time through the process, either the complainant or respondent or the official responsible for conducting the investigation may request mediation of the complaint. If all other parties (including the Board) are in agreement, the process will be adjourned in order that mediation may be conducted. Mediation will be facilitated on a without prejudice and “off the record” basis by a mediator who has had training in mediation. Without prejudice and “off the record” mediation means that nothing which is said by any party in the course of the mediation may be used against him/her should the mediation not be successful and the investigation be resumed. A representative of the Board will be a party in the mediation. Should the mediation be successful, the agreement reached between the parties will be confirmed in writing and signed by all parties.

Mediation may not be appropriate in all cases. For example, mediation may not be appropriate between a student and a teacher because of the imbalance in authority and power. Mediation is voluntarily entered into by both parties, signals that neither party wants the concern(s) to escalate, and that all parties hope to attain a mutually agreeable resolution.

5.5 Written Records

Any person who believes that he/she is the victim of harassment or discrimination should keep a diary or record of the incidents. Such record should include the day, time and location of the incident, together with details of what occurred and any witnesses who may have observed the conduct.

5.6 Confidentiality

The complainant and respondent and any witnesses interviewed in an investigation of a complaint, together with the Board official(s) involved in dealing with the complaint, will be expected to maintain strict confidentiality about the complaint. However, it must be understood that, because of the Board’s obligations under the *Human Rights Code*, the Board cannot promise any person absolute confidentiality.

The names of the complainant, respondent or witnesses will not be disclosed except as may be necessary for the purposes of carrying out the resolution procedures provided for in these guidelines or where a legal process has been taken against the Board.

5.7 Alternative Routes for Dealing with Complaints

Notwithstanding anything else provided for in these resolution procedures, where, in unusual or extenuating circumstances, the Board determines that a complaint should be dealt with outside these resolution procedures, then any other procedure which the Board determines to be appropriate in the particular circumstances will be followed.

Nothing in these procedures should be interpreted as denying or limiting access to other avenues of redress open under the law.

N.B. At any stage in, before or after this process, a complainant may choose to refer the complaint to the Police, the Human Rights Tribunal of Ontario, or their Professional Organization or Association. The Executive Officer of Human Resources may choose to involve the Police.

5.8 Complaint Procedure (follow checklist below)

*In some circumstances, **STEP 1** may be bypassed and procedures may be started at **STEP 2** by the complainant, respondent, site supervisor or Executive Officer of Human Resources OR **STEP 3** may be initiated at the outset. In many cases a difference in actual or perceived authority or power will make the strategies outlined in **STEP 1** inadvisable. In any event, these suggestions are not preconditions to filing a formal complaint.*

NOTE: WHEN A STUDENT IS INVOLVED, START AT STEP 2.

Complainants and respondents may seek guidance or counselling through the Board's Employee Assistance Plan, from a supervisor, a union or association representative, support services, or Superintendent of Education, where appropriate (i.e. student complainant) or through the Manager of Human Resources, Human Resources Department, where appropriate.

STEP 1 (THE MAJORITY OF CASES ARE RESOLVED AT THIS STEP.)

Where possible, the complainant should advise the respondent that he/she considers the conduct in question to be offensive and request the respondent to stop. If the respondent fails to stop, or if the complainant does not feel comfortable in confronting the respondent in the first place, then the complainant should move to STEP 2.

In many instances the respondent does not realize that his/her behaviour is unwelcome and offensive, and often this will stop the offensive behaviour.

STEP 2

The complainant will contact the site supervisor and establish an agreed to plan of action for addressing the concern(s). The site supervisor is required to contact the Executive Officer of Human Resources, or designate(s) for a consultation within 24 hours. *(If the site supervisor is the complainant or respondent then contact the Executive Officer of Human Resources).*

This plan of action may include:

- 1) the arrangement of a meeting between the site supervisor, complainant and the respondent to discuss and reach a resolution,
- 2) the arrangement of a meeting between the site supervisor and the respondent to discuss the concern(s),
- 3) referral of the concern(s) to STEP 3,
- 4) referral to other procedures as the Board considers appropriate.

Any agreement reached between the parties will be confirmed in writing. Each party receives a copy and a copy is also forwarded to the Human Resources department. If no agreement is reached, move to STEP 3.

STEP 3

STEP 3 can be entered into at any point, including failure to reach resolution at STEP 1 and/or STEP 2, or, if the source of the complaint is the complainant's supervisor.

STEP 3 (continued)

To enter into STEP 3 contact the Executive Officer of Human Resources, or designate(s), who will co-ordinate the process from this point forward.

A meeting will be set up between the complainant and the Executive Officer of Human Resources, or designate(s) to discuss the complaint.

If it appears to the Executive Officer of Human Resources, or designate(s), after meeting with the complainant, that the complaint may be resolved informally, an effort to do so will be made by the Executive Officer of Human Resources, or designate(s). This may involve meeting with the respondent separately and/or convening a meeting between the complainant and the respondent; alternatively, the matter may be referred to mediation or some other resolution satisfactory to the complainant and the Board may be entered into.

Where the matter is not conducive to informal resolution, or where the informal efforts to resolve the complaint have failed or have not been completed within one (1) week (or such longer period as the complainant may agree to), the complaint will, if it raises a breach of the *Human Rights Code*, be referred to the next stage of the resolution process.

Note: If it appears to the Executive Officer of Human Resources, or designate(s) at the point the complaint is received that the complaint would not likely be settled informally, then the complaint will be processed to the next stage.

Filing of Formal Complaint and Investigation

The complaint must be put in writing on the form attached to these procedures and forwarded within five (5) working days to the Executive Officer of Human Resources, or designate(s) (hereafter referred to as “the investigator”). The investigator will meet with the complainant to ensure that he/she fully understands the particulars of the complaint and to obtain the names of any witnesses or other persons who the complainant feels may be helpful to the investigation. (Should the complainant require a longer period to complete his/her written complaint for a justified reason, a longer period will be provided.)

The investigator will undertake to investigate the complaint within five (5) working days of the receipt of a complaint form. In exceptional situations, upon approval of the Executive Officer of Human Resources, an outside investigator may be retained and timelines extended.

The investigator will interview the respondent(s) and all persons named as witnesses in the complaint. If it appears to the investigator that other persons, not named, may be able to contribute relevant information to the investigation, every effort will be made to interview these potential witnesses. The investigation shall be completed as expeditiously as possible.

(In most circumstances, the complainant will be interviewed first. In most circumstances the respondent will be interviewed second since the respondent has the right to reply fully to allegations made against him/her, including dates, times, locations and name his/her witnesses.)

Once the investigation is complete, the investigator will orally review his/her preliminary findings with each of the complainant and the respondent. Should either complainant or respondent have any additional information to provide which requires further investigation, the investigator will investigate further and, if necessary, share the results with the complainant and the respondent.

The investigator shall complete his/her final report and, should it appear that disciplinary action may be required as a consequence of the investigation, the investigator shall confer with the Executive Officer of Human Resources, or designate(s) if necessary, to determine the appropriate discipline.

The investigator shall, together with any other necessary Board official, meet individually with the complainant and the respondent to provide each of them, orally, with a summary of the conclusions reached by the investigator and the actions, if any, which the Board will take. The information provided in this meeting will be confirmed in writing to the complainant and to the respondent.

In the case of students under the age of 16, documents required to be sent under this Section will be copied to the respective parent/guardian.

6. Resolution Procedures Involving Students

Each school will include in its Student Code of Behaviour a definition of discrimination and harassment as outlined in these guidelines, as well as the possible courses of action and consequences deemed appropriate where a student commits an offence under the terms of these guidelines.

Student Complaints against Students

Where a complaint of discrimination or harassment by a student against a student or where circumstances occur which suggest that discrimination or harassment of a student might have occurred come to the attention of a teacher, or other staff member, such complaint must immediately be brought to the attention of the Principal or Vice-Principal. The procedure followed to deal with the complaint or the circumstances will be those provided for under the Student Code of Behaviour, or as determined appropriate by the Principal in the circumstances.

Complaints by Staff, Volunteers or Contractors against Students

Where a staff member, volunteer or contractor complains that a student has discriminated against or harassed him/her, the individual shall bring the complaint to the attention of the Principal and the matter will be dealt with under the Student Code of Behaviour. The Principal may bring the matter to the attention of the Executive Officer of Human Resources who may direct that a member of the Human Resources department become involved in dealing with the complaint.

Student Complaints against Staff, Volunteers or Contractors

A complaint by a student who believes that he/she is being harassed shall start at STEP 2, Section 5 of these procedures as soon as possible. A parent, member of the school staff or volunteer who receives a complaint of discrimination or harassment from a student or who is aware of circumstances which suggest the occurrence of discrimination or harassment against a student shall bring the matter to the attention of the Principal immediately, or Superintendent of Education, as appropriate.

In the event the complaint involves circumstances which raise a suspicion on reasonable grounds that the child may be in need of protection, steps will be taken immediately to contact the Children's Aid Society (see the Board's Procedure on Child Abuse #01.15.00). However, the Board's obligation to deal with the matter is not necessarily satisfied by this action. In each case where a report is made to the Children's Aid Society, a determination will be made by the Executive Officer of Human Resources whether further action under this or any other procedure should be taken.

The Principal or designate will meet with the student complainant at the earliest opportunity. The Principal should be accompanied at this meeting and at any other meetings with the student, the respondent or student witnesses, by a Vice-Principal, other teacher or the Executive Officer of Human Resources. (Note: If the respondent is an employee of the Board or a contractor with the Board, a representative from the Human Resources department may accompany the Principal or may act in place of the Principal).

7. Complaints Against Senior Management or Members of the Board

A complaint against a Supervisory Officer, other than the Director of Education, or a member of the Board of Trustees will be made directly to the Director of Education. A complaint against the Director of Education will be made directly to the Chair of the Board of Trustees.

Where such a complaint is received, the services of an outside consultant will be retained to conduct an independent investigation. The consultant will meet with the complainant and the respondent prior to submitting a final report in order to share his/her preliminary conclusions and to obtain any further information which either may have to provide to the consultant. The consultant's report will be limited to findings of fact.

Where the report finds that inappropriate conduct has been engaged in by the respondent, the appropriate Board Official(s) will determine the correct response to be taken.

A meeting will be held between the appropriate Board Official(s) and the complainant and respondent, individually, to advise them, orally, of the findings of the consultant and to advise of the actions, if any, which the Board proposes to take. This meeting will be confirmed in writing.

8. Outcomes

Where the complaint is upheld, one of the following consequences may be imposed for a respondent:

- a) *Where the respondent is an employee* – the respondent may be required to undergo sensitivity training; may be counselled about his/her inappropriate conduct; may be subject to discipline from a warning letter up to, and including, dismissal; or may be subject to such other consequence deemed appropriate.
- b) *Where the respondent is a contractor* – the respondent may receive a letter counselling him/her not to undertake such conduct in the future; if the contractor is a company, the company may be asked to refrain from sending the employee who has been guilty of harassment or discrimination (if necessary, a trespass notice may be issued against the individual); may have his/her contract cancelled; may be denied access to the school or classroom (as permitted under s. 265(1)(m) of the *Education Act*); or may be subject to such other consequence deemed appropriate.
- c) *Where the respondent is a volunteer* – the respondent may receive a letter counselling him/her; may receive a letter of warning; may be advised that he/she is no longer permitted to act as a volunteer; may be denied access to the school or classroom (as permitted under s. 265(1)(m) of the *Education Act*); or may be subject to such other consequence deemed appropriate.
- d) *Where the respondent is a student* – he/she will be dealt with under the Board's student discipline policies and procedures.

Where the complaint is not upheld, no consequences will be imposed for the respondent unless it is determined that, while the respondent did not breach the *Human Rights Code*, neither did he/she act appropriately. In that event, one of the consequences set out above may ensue. Where the complaint is not upheld, there shall be no consequences for the complainant unless it is determined that the complaint was made vexatiously or otherwise in bad faith against the respondent. In this event, the complainant may be subject to any one of the consequences outlined above.

9. Documentation

Documentation, including the resolution agreement, all reports, the complaint form, all material provided to the investigator(s) by any of the parties, as well as letters sent to the parties, will be kept in a secure area which will be maintained by the Human Resources Department. This information may be stored electronically.

Each documentation will be kept for at least seven years. At the end of that period, the Executive Officer of Human Resources will determine whether the documentation should be retained for a longer period or disposed of. Any file which is retained will be reviewed, and a decision regarding retention or disposal made, at least every two years after its initial retention.

Documentation relating to students will also be maintained by the Principal based on the school's normal policies in respect of student records. Documentation pertaining to a complaint will only be placed in the student's OSR where the Principal deems such action to be necessary or where it is required by law.

10. Other Overlapping Proceedings

The initiation of other proceedings by a complainant which may duplicate the processes under these guidelines will not result in the termination of any processes commenced under these guidelines except where carrying on the process may result in prejudice to the Board. The Executive Officer of Human Resources will be responsible for making the decision to terminate or, if a decision to terminate has been made, to reinstitute a process which has been commenced under these guidelines.

REPORTING PROCEDURES WHEN DISCRIMINATION OR HARASSMENT IS SUSPECTED

INCIDENT(S) OF DISCRIMINATION OR HARASSMENT

STEP 1 – (When a student is involved start at STEP 2)

Confront the individual and request that he/she stop the offensive conduct.

*** For student complaints against students use the Student Code of Behaviour rather than these procedures.**

***Step 1 may be bypassed and start at Step 2 or Step 3 may be initiated at the outset.**

STEP 2 - Contact the Site Supervisor.

Contact the Executive Officer of Human Resources or designate(s) within 24 hours.

RESOLUTION

- Agreement/letter is prepared
- **Copies are distributed; including one to the Executive Officer of Human Resources**

Mediation – can be entered into at any point with the agreement of the parties. Mediation may not be appropriate when a student is involved.

Settled

Not Settled

NO RESOLUTION

STEP 3

Complaint to the Executive Officer of Human Resources, or designate(s).

Executive Officer of Human Resources, or designate(s) meet with complainant.

No Agreement

Informal Resolution

Agreement **WITHIN ONE (1) WEEK.**

Written complaint is filed **WITHIN FIVE (5) DAYS.**

Investigation commences **WITHIN FIVE (5) DAYS** of receipt of a complaint form. Interviews are conducted. **THE INVESTIGATION IS COMPLETED AS EXPEDITIOUSLY AS POSSIBLE.**

Preliminary Findings – Oral review with complainant and respondent.

Further Investigation if required. Results shared with the complainant and the respondent, if necessary.

Final Report - shared orally with the complainant and the respondent, including conclusions and actions if any.

Decision is confirmed in writing to the complainant and the respondent.

NOTES:

- Complaints should be reported within 6 months of the occurrence of the events which give rise to the complaint, however a complaint may be filed beyond the six (6) month limit in accordance with Section 5.3 of these procedures.
- For complaints involving students refer to Section 6.0 of these procedures.
- For complaints involving Senior Management or Members of the Board refer to Section 7.0 of these procedures.
- All records are kept for at least seven (7) years.

**** All mention of days are working days and are exclusive of weekends and statutory holidays.**

STEP 3: DISCRIMINATION & HARASSMENT FORMAL COMPLAINT FORM



PRIVATE AND CONFIDENTIAL

Complainants may seek assistance before completing this form.

Name of Complainant: _____

School/Department/Work Site: _____

Status of Complainant: Student
 Employee Job Title: _____
 Other _____

Description of Alleged Discrimination and/or Harassment.

Name(s) of Person(s) Accused of Discrimination or Harassment:

Date(s) of Incident(s) or Time Frame and Location of Incident: _____

Has this complaint been reported previously? If so, to whom, and what actions were taken?

Resolution Requested: _____

Complainant(s) Signature(s): _____ Date: _____

_____ Date: _____

The information contained in this form is of a highly confidential nature and will be protected in accordance with Section 5.6 of these Procedures.

INSTRUCTIONS FOR HANDLING THIS FORM

Place this form in a sealed envelope marked "PRIVATE AND CONFIDENTIAL" and forward to the Executive Officer of Human Resources or Labour Relations Manager.