

ADMINISTRATIVE REGULATION**WORKPLACE HARASSMENT****Step 1:**

Employees who feel they have been harassed are advised to indicate clearly and firmly to the offender that the comment or conduct is unwelcome, and to document and retain all pertinent details surrounding the event should future reference be necessary.

Step 2:

- 1) Complaints of harassment will normally be made to the supervisor, or if considered necessary, by the complainant to the supervisor's superior.
- 2) Upon receiving a complaint, the supervisor will discuss the matter with both parties and attempt to effect a resolution that will provide a more comfortable work environment.
- 3) If the resolution of the complaint involves only an informal clarification of expectations and/or a verbal warning, the supervisor will submit to the Director of Education, a record of the nature of the complaint and the method of resolution only without identifying any of the persons involved. This will be the only record of the complaint, and its purpose will be to allow for the monitoring of consistency and effectiveness in the application of these procedures.
- 4) If the resolution of the complaint involves a written warning or further action as outlined in Step 3, paragraph 1, the appropriate records, including identifying information will be placed in the confidential file referred to in Step 3, paragraph 4.

Step 3:

- 1) If the matter is of a sufficiently serious nature, or if it is still not resolved to the satisfaction of the complainant, a written complaint may be made to the Director of Education who will be responsible for a thorough, documented investigation of the complaint.
- 2) A copy of the complaint will immediately be forwarded by the Director to the person accused.
- 3) Based on the findings of a thorough investigation, the Director will render a written decision as to an appropriate resolution of the complaint and any disciplinary action to be taken where harassment has been found to have occurred.
- 4) The investigator will document and file a comprehensive report on the complaint.

Step 4:

A final internal appeal process is available to the complainant and the accused, by submitting a written request to the Director for reconsideration of the facts.

Timelines:

- 1) Harassment complaints should be made within 20 working days following the incident giving rise to the complaint.
- 2) The investigation period of a formal complaint should normally be no longer than 15 working days.
- 3) Appeal to the Director for reconsideration of the facts should be made within 20 working days following any action taken as a result of the investigation.

Information:

All information collected under this procedure will be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989.