

## HUMAN RESOURCES CODE

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### APPENDIX 5 – HARASSMENT & DISCRIMINATION COMPLAINT PROCEDURE

Any person who feels that he or she is experiencing any form of harassment or discrimination must:

- **Inform** the individual who is doing the harassing or discriminating behaviour that his or her behaviour is not welcome and is considered a form of harassment;
- Keep written notes about what happened and what he or she did about it.

If after this, the offending behaviour continues, the person may:

- Report the problem to her or his supervisor or to any manager.

The person should be able to provide pertinent data such as times, places and names of possible witnesses in order to substantiate the complaint and to facilitate its resolution.

All complaints will be kept as confidential as possible within the limits of the required investigation and every reported incident of discrimination or harassment will be thoroughly and promptly investigated by the Administration/Human Resources Manager.

There will be no reprisals for making a complaint. The alleged harasser will be given an opportunity to respond to the allegations. Both parties are kept informed throughout the process.

Following the investigation, the supervisor or manager will report to the complainant that an investigation has taken place and the situation has been addressed. No further details will be provided. The supervisor will advise the complainant to report any further incidents related to this same matter immediately.

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#### Principle of the investigation

Harassment is a very serious accusation and it is treated seriously. It is our expressed goal to have a workplace free of such behaviors. Given that the purpose of an investigation is to determine:

- a) If an act of harassment actually occurred and
- b) Should there be a determination of harassment, recommend what actions can be taken to ensure such behavior is not likely to occur in the future.

It is outside the scope of this review to determine what, if any, disciplinary actions are required. Should there be a decision to impose discipline as the result of the findings of this report; that decision will be made by the Executive Director and like all other disciplinary actions will only be communicated to the offending party. Such communication will be communicated either in person or in writing within three working days of the report being received.

Should there be discipline as the result of the investigation report; the disciplined person shall have the right to file a grievance should they feel that the discipline imposed is excessive. The issue of whether harassment took place is not up for review, only the discipline imposed.

Since the Executive Director will be determining what, if any, discipline is applied; another member of the management team will be selected to hear the grievance.

All matters pertaining to an investigation report are to be held in the strictest of confidence.

It is every person's right to make a complaint to the Ontario Human Rights Commission at any time and LAMP respects that right and will ensure employees are aware of this right.