

Workplace Harassment



Purpose

- Assist all employees in identifying and preventing harassment of any kind in the workplace
- To promote the well-being of all employees within Patricia Gardens

Employees

- Must report all incidents of harassment to the Administrator as soon as possible
- Must cooperate in any investigation of harassment
- May report harassment incident to the Board Chair or Vice-Chair if not comfortable reporting to the Administrator

Facts

- All reports must be provided in writing using the Workplace Harassment Incident Report
- All concerns will be treated as strictly confidential and will be investigated promptly
- The Administrator or designate has the right to report threats to the Police as they deem fit without consent of the employee involved
- The Administrator will determine the degree of involvement of the and the union Representative

Administrator Responsibilities

- Upon receiving formal complaint of harassment, will determine if investigation is pursued
- Will advise the person the complaint is against in writing of the investigation and specifics of the complaint
- Will advise the person who has made the complaint of the investigation
- Will assign the investigation to an external person to investigate if appropriate

- Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated

DON'T DO IT!



Investigation

- The Administrator will conduct the investigation in accordance with the principles of natural justice
- The Administrator will explore all allegations by interviewing everyone involved as well as those who have knowledge of the incident

Outcome of Investigations

- The Administrator may make a finding of:
 - Sufficient evidence to support a violation of the Workplace Harassment Policy
 - Insufficient evidence to support a violation of policy
 - No violation of policy

Outcomes

- The Administrator will prepare a written report summarizing allegations, steps taken, evidence gathered within 30 working days
- The Administrator will make a decision whether to dismiss or act upon the report within 30 working days after the report has been written
- All outcomes will be provided in writing to those individuals involved

Conditions

- Conditions should be considered when determining corrective action
 - Impact of the incident on the person making complaint
 - Nature of the incident
 - Degree of aggressiveness and physical contact
 - Period of time and frequency of the incidents
 - Vulnerability of the person making the complaint

Facts

- Disciplinary action will be taken against any person who takes any reprisal against a person who reports harassment