

REPORTING HARASSMENT OR VIOLENCE IN THE WORKPLACE PROCESS

01 Step 1: Report it

An employee or witness who experiences harassment or violence in the workplace should report it as soon as possible.

You can do this in one of two ways:

1

Report the occurrence to your supervisor/manager

Verbally; or

in writing by submitting the Notice of Occurrence form (Available Soon)

2

Report the occurrence to the designated recipient

In writing by submitting the Notice of Occurrence form by email to the **designated recipient**; or

Or verbally by calling HR Connect RH at 1-833-747-6363

An occurrence can also be submitted anonymously by an employee or witness. However, in this case a resolution would be difficult to achieve. Instead, the occurrence will be forwarded to the supervisor/manager and the local Workplace Health and Safety Committee who will jointly review, and if necessary, update the workplace harassment and violence assessment and determine if any additional preventative measures are required.

02 Step 2: Initial Review

The supervisor/manager or designated recipient will:

Review to ensure that all information is complete.

Assess the urgency of the occurrence, and take appropriate action if there are any immediate risks to the health and safety of an employee.

Send an acknowledgment to the employee and inform the WHVP Centre of Expertise within seven calendar days.

03 Step 3: Resolution Options

Negotiated Resolution

Work with your supervisor/manager or designated recipient to determine if the occurrence meets the definition of Harassment and Violence.

If it does, the negotiated resolution process may include one or more meetings:

- o with you, and your supervisor/manager;
- o with you, your supervisor/manager and the responding party;
- o with you and the designated recipient; or
- o with you, the designated recipient and the responding party.

All parties involved must make every reasonable effort to resolve the occurrence.

Conciliation

If you are unable to come to a negotiated resolution agreement, conciliation is another option.

This may only proceed if you and the responding party mutually agree to engage in conciliation and on who will facilitate it.

Alternative Dispute Resolution and Mediation are an integrative part of conciliation and can run parallel with a prevention investigation.

Investigation

- You may choose to proceed to an investigation at any point during the negotiated resolution process.
- The investigation will focus on the root cause of the occurrence in the workplace. The outcome of the investigation **cannot be used for any remedial or disciplinary measures.**
- A qualified investigator will be provided with all relevant information.
- You, your supervisor/manager and the Workplace Health and Safety Committee will be provided with a final report. The report will not reveal, directly or indirectly, the identity of those involved in the occurrence.
- The recommendations to prevent a further occurrence will be jointly determined by your supervisor/manager and the Health and Safety committee.