**WARNING**

**In accordance with National Defence Security Orders and Directives (NDSOD), form Notice of Occurrence File Closure Letter - Responding Party is "Protected B" information once completed.**

**Completed "Protected B" forms MUST NOT BE SAVED UNENCRYPTED on any network and workstation drive or storage media. "Protected B" forms, when completed, MUST BE ENCRYPTED USING THE DND ISSUED PKI SMARTCARD. Failure to respect this requirement will result in a breach of security and administrative measures shall be applied in accordance with the policy,**

**INSTRUCTIONS**

**All texts highlighted in yellow with brackets are to indicate required fields prior to signing and sending.**

**File Closure Letter- Informing Responding Party**

[Enter date]

[Enter file number as required, (i.e. 5085 if CAF member and 6007 if DND civilian)]

[Enter name of responding party]

 I first contacted you on [Enter date when the responding party first was contacted] concerning a Notice of Occurrence (NoO) that was received on [Enter date when original notice was received].

As part of the Workplace Harassment and Violence Prevention (WHVP) resolution process, specifically at the [Specify the step where responding party was involved– of a negotiated resolution, conciliation/ADR, and/or the WHVP investigation] stage, the steps taken to respond to the occurrence are:

* [Describe the steps taken to respond to the incident **after having discussed with the Principal Party on** what measures they agree to be disclosed with the responding party].

As the WHVP resolution process is now complete, this file will be considered closed.

I want to reiterate, as per [DAOD 5014-0](https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5014/5014-0-workplace-harassment-and-violence-prevention.html) and the [WHVP policy manual](https://www.canada.ca/en/department-national-defence/corporate/policies-standards/workplace-harassment-and-violence-prevention-policy-manual.html), that privacy and confidentiality must be maintained throughout the entire process including following the completion of the resolution process. As such, please refrain from disclosing any information related to the occurrence or the resolution process to other colleagues.

Every member of the Defence Team has the right to work in an environment where they are treated with respect, dignity, and fairness. It is the responsibility of all involved in this process to ensure no person suffer any prejudice, retaliation, or embarrassment following the submission of a NoO. If you experience any of these actions by anyone involved in the process or other colleagues, please inform me immediately.

As a reminder, support services are available to you. The [Employee Assistance Program](https://www.canada.ca/en/department-national-defence/programs/defence-employee-assistance-program.html) (EAP) at: **1-800-663-1142** or **1-888-384-1152** (for people with hearing impairments). EAP offers support and assistance to all employees who are affected by workplace harassment and violence. CAF members seeking assistance may contact the [Member and Family Assistance services](https://www.canada.ca/en/department-national-defence/services/benefits-military/health-support/member-family-assistance-services.html) at **1-800-268-7708** for confidential counselling service either via telephone or to arrange face-to-face support, 24 hours a day, seven days a week. Individuals experiencing personal or work-related problems can receive confidential help through this program.

Further, you can access a list of available services at: [services and resources.](https://www.canada.ca/en/department-national-defence/services/benefits-military/conflict-misconduct/conflict-harassment/support-services.html)

If you have any questions regarding the conclusion of this file, please contact me immediately to discuss further.

Best regards,

[Enter digital signature once saved as a PDF]