



# **Dufferin-Peel Catholic District School Board**

## **GENERAL ADMINISTRATIVE PROCEDURES**

**GAP NUMBER:** 305.00  
**SECTION:** 300 – ALL STAFF  
**SUBJECT:** **Employee Workplace Conduct (Including Workplace Harassment)**  
**REFERENCE:** Admin Council, September 28, 2010  
**EFFECTIVE:** September 1, 1991  
**REVISED:** March 22, 2004; March 19, 2007; September 28, 2010  
**REPLACES:** 305.00

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Attached, as follows:

- A. General Administrative Procedures - *(Pages 2 – 10)*
- B. Employee Workplace Conduct Checklist (Including Workplace Harassment) – *(Pages 11 – 13)*
- C. Workplace Conduct Complaint Form (Including Workplace Harassment) – GF336  
*(Pages 14 – 15)*

## **General Administrative Procedures No. 305.00**

### **Employee Workplace Conduct (Including Workplace Harassment)**

#### **Statement of Commitment**

The inherent right of all individuals to be treated with dignity and respect is central to Catholic values and Christian beliefs. The Dufferin-Peel Catholic District School Board is a Catholic educational community and is committed to the creation of a working and teaching environment that fosters mutual respect for the dignity and well being of all employees, and recognizes that every employee has a fundamental right to a workplace that is free from harassment and discrimination. The Board has an obligation under the *Ontario Human Rights Code* as well as the *Occupational Health and Safety Act*, based on the amendments from Bill 168 “An Act to amend the *Occupational Health and Safety Act* with respect to violence and harassment in the workplace and other matters”, to investigate matters relating to alleged harassment and/or discrimination complaints that are contrary to law.

In making this commitment, the Board recognizes the rich diversity of our social fabric and the benefits which diversity brings to all members of the Board’s community. The Board is committed to encouraging the tolerance of and valuing of differences. The Board will not tolerate harassment and/or discrimination.

#### **Who Is Covered**

All persons working for the Board or carrying out Board business on a temporary, part time or full time basis are covered by this procedure.

#### **Purpose**

To ensure that all persons covered by the Employee Workplace Conduct Procedure (including Workplace Harassment) are aware of their rights and responsibilities, and to provide clear and precise procedures for the resolution of incidents.

#### **Statutory / Regulatory Linkages**

Education Act  
Ontario Human Rights Code  
Criminal Code of Canada  
Canadian Charter of Rights and Freedom  
Occupational Health and Safety Act

#### **Board Policy Linkages**

Sexual Harassment – Policy 6.69.1  
Antiracism and Ethno-cultural Equity – Policy 4.24  
Child in Need of Protection – Policy 6.53  
Child in Need of Protection: Reporting Procedures – GAP 108.00  
Catholic Code of Conduct – Policy 9.01  
Health and Safety – Policy 4.70  
Workplace Violence/Workplace Harassment Program – Health and Safety Manual, Section 24.  
Equity and Inclusive Education – Policy 12.00  
Religious Accommodation – Policy 12.01

## **Responsibilities**

It is the Board's expectation that all persons covered will adhere to the Board's procedure, and are required to:

- refrain from engaging in discrimination and harassment
- report occurrences of discrimination and harassment
- be a positive role model
- support victims of discrimination and harassment

## **Harassment**

Harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment normally involves persistent comments or conduct, but may include a single act.

Harassment may include, but is not limited to:

- Unwanted comments, conduct, suggestions or interference
- Various forms of intimidation and aggressive behaviour
- Verbal and emotional abuse
- Withholding of information necessary to perform one's duties
- "Bullying"- which is an attempt to undermine an individual through criticism, intimidation, hostile verbal and non-verbal communication and interfering actions
- Abuse of position/authority – this does not include the normal exercise of supervisory responsibilities, including direction, counselling and discipline when necessary
- Jokes, name-calling or displaying material (e.g. posters, cartoons) which demean, embarrass, or humiliate

## **Sexual Harassment**

Sexual harassment is defined as any unwelcome sexual comment or conduct that intimidates, demeans or offends an individual. Sexual harassment is an expression of power in a sexual manner. Sexual harassment includes, but is not limited to, that which creates a hostile or offensive work environment, or could be reasonably thought to put sexual conditions on a person's job or employment opportunities. Sexual harassment is prohibited under the Code regardless of the gender of the persons involved.

Sexual harassment may include, but is not limited to:

- unwelcome sexual innuendo
- unwelcome sexual advances
- inappropriate body contact
- request for sexual favours
- display of exploitive material
- leering
- unwelcome questions or comments about a person's sexual life
- unwelcome comments on a person's sexual attractiveness or unattractiveness

Should harassment incidents involve adolescents, a legal opinion should be sought regarding the procedures to follow.

**Note:** For the purposes of this procedure, the term “harassment” is intended to include not only the forms of harassment outlined above, but to also include discrimination and other forms of workplace conduct, which an individual knows or ought reasonably to know to be unwelcome.

### **Discrimination**

Discrimination is defined to include harassing behaviour (defined above) as well as unfair treatment, or the denial of normal privileges, opportunities, services, goods and/or facilities because of any grounds protected under the Ontario Human Rights Code: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status or disability.

### **Workplace Defined**

For the purpose of this procedure, the workplace includes locations where activities related to the business of the Board take place. These include:

- Activities within offices, staff rooms, classrooms, cafeterias/lunch rooms and other Board property
- Events associated with and including co-instructional and extra-curricular activities
- Situations outside of Board operated premises e.g., field trips, external work assignments, work-related conferences, training sessions, travel or social gatherings
- Activities in other locations where workplace harassment may have a subsequent impact on the work relationship, performance or environment

### **Human Rights Code/Criminal Code/Grievance Procedure Reference**

- Filing a complaint under the Workplace Conduct Procedure (including Workplace Harassment) is not intended to preclude rights under the Collective Agreement, Ontario Human Rights Code, and Criminal Code of Canada or other avenues of redress open under the law.
- The complaint and investigation procedures should not be invoked or pursued at the same time as a parallel complaint before the Ontario Human Rights Commission or if a grievance remains outstanding. While such proceedings are taking place, the procedures outlined here will be suspended and may be superseded, where appropriate.

### **Reporting Time Frame**

Any complaint must be filed within a reasonable time following the occurrence of the triggering incident. The Board adopts a six-month time frame and may, in its discretion, decide not to deal with the complaint when the facts upon which the complaint is based occurred more than six months before the complaint was filed. However, where a reasonable circumstance exists for failing to bring the complaint forward within six-months and the delay would not result in any prejudice to the Respondent, a complaint may be accepted beyond the six-month limit.

### **Complaint Withdrawal**

The Complainant may choose to withdraw the complaint at any stage. However, the Board may be obliged under this procedure, to continue the inquiry into the complaint and to take whatever remedial action it deems appropriate, or refer the matter to another process or procedure.

### **Responsibilities for Reporting Harassment and Discrimination**

All persons covered under this procedure have the responsibility for and are expected to promote a working and learning environment that is free from harassment and discrimination, and to assist anyone who believes that they are being or may have been harassed or discriminated against. Anyone who believes that a colleague or another person covered under this procedure is being or may have been harassed or discriminated against is encouraged to notify the Supervisor, Principal, Manager or Superintendent.

The Complainant has the right to decide how to respond to harassment and/or discrimination including informal, verbal or written communication with the respondent, or through the filing of a complaint under the Workplace Conduct Procedure (including Workplace Harassment). The Complainant may wish to seek guidance or counselling from his or her Supervisor, Principal, Manager or Superintendent/designate or another resource person (i.e. Union or Association) to discuss the situation and how it might be resolved. Since advice only is being sought at this stage, names need not be disclosed.

### **Reporting Obligations for Teachers**

Teachers should note their obligation under the regulation of the Teaching Profession Act, S.18 (1) (b):

#### **Duties of a Member to Fellow Members**

*18(1)(b): A member shall, on making an adverse report on another member, furnish him/her with a written statement of the report at the earliest possible time and not later than three days after making the report. All parties will ensure that a high degree of confidentiality concerning the incident is maintained.*

## **CONSEQUENCES OF ENGAGING IN HARASSMENT**

### **Under Statute**

Human Rights Code:

Persons who engage in harassment prohibited by the Human Rights Code are liable under the code for damages payable to the Complainant. In addition, a person who violates the Code or who obstructs a human rights investigation may also be liable to prosecution under the Code and, on conviction, to a fine of not more than \$25,000. Persons who have knowledge of, or who acquiesce in, harassment may be found in violation of the Human Rights Code as having indirectly engaged in prohibited activity and are subject to the same consequences as those who directly engage in discrimination or harassment.

Occupational Health and Safety Act:

A person who contravenes or fails to comply with the Act or the regulations; an order or requirement of an inspector or a Director, or an order of the Minister, is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than twelve months, or to both. If a corporation is convicted of an offence, the maximum fine that may be imposed upon the corporation is \$500,000.

**In Employment**

Employees who engage, directly or indirectly, in harassment or discrimination may be disciplined up to and including dismissal.

**Confidentiality**

All records of the complaint, including contents of meetings, interviews, results of inquiries and other relevant material will be kept confidential by the Dufferin-Peel Catholic District School Board, except where disclosure is required by a disciplinary or other remedial process or required by operation of law or as a consequence of contemplated or actual litigation. Records will be stored in a secure file in the Employee Relations Department.

The Complainant and the Respondent and any witnesses interviewed in an investigation are expected to maintain strict confidentiality about the complaint.

**Counselling**

The Board's Employee Assistance Program (EAP) is available to all employees and their immediate families, and offers counselling and resource assistance on a voluntary and confidential basis.

**Alternate Routes for Dealing with Complaints**

Notwithstanding anything else provided for in these resolution procedures, where, in unusual or extenuating circumstances, the Board determines that a complaint should be dealt with outside these resolution procedures, then any other procedure which the Board determines to be appropriate in the particular circumstances will be followed.

**No Reprisals**

For the purposes of this procedure, "reprisal" against an individual will be treated as harassment when such actions occur for:

- a) having invoked this procedure (whether on behalf of oneself or another individual);
- b) having participated or co-operated in any inquiry under this procedure; or
- c) having associated with a person who has invoked this procedure or participated in these procedures.

**Frivolous or Vexatious Complaints**

In the event that an individual is shown to have initiated proceedings under this Procedure in a frivolous or vexatious manner, the Board may take formal disciplinary action against the Complainant, which may include, but is not limited to a letter of reprimand, suspension or possible dismissal of employment. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

## **WORKPLACE CONDUCT COMPLAINT PROCEDURE STEPS (INCLUDING WORKPLACE HARASSMENT)**

The Workplace Conduct Complaint procedure (including Workplace Harassment) contains three (3) steps, which are outlined below. In most instances, the complaint will be advanced through the Steps outlined below. It is noted that some exceptions to this may apply, and Step 1 or Step 2 may be bypassed and the complaint initiated at Step 3. **COMPLAINTS OF SEXUAL HARASSMENT WILL BE DEALT WITH AT STEP 1 OR STEP 3.**

Timelines set out in this procedure may be subject to variation, as deemed necessary or appropriate by the Board.

### **Step 1 - Speak Up**

- a) The Complainant (person who considers that he/she has been subjected to harassment or discrimination) is advised to record the details surrounding the incident(s) including times, dates, places, names of witnesses, if any, and circumstances surrounding the incident(s).
- b) The Complainant is encouraged to bring the matter to the attention of the Respondent (person responsible for the comment or conduct) calmly, but firmly, making direct and clear objection indicating that the comment or conduct is not acceptable, is unwelcome and must stop. This is often an effective way to resolve the issue and end the harassment and/or discrimination. The Complainant may choose to do this alone or accompanied by a representative of their choice (i.e. Supervisor, Principal, Manager, Superintendent or Union representative). It is important the Complainant document any communication he or she has with the Respondent. It is also important that the Respondent document any communication regarding a harassment and/or discrimination complaint.
- c) Instead of speaking directly to the Respondent, the Complainant may wish to advise the Respondent by letter that the behaviour is unacceptable. If this option is chosen, it is advisable to keep a copy of the letter and proof of mailing, such as a courier or registered mail receipt.
- d) The Complainant may wish to contact the Supervisor, Principal, Manager or Superintendent/designate to request assistance in dealing with the complaint at Step 2 (**IN CASES OF SEXUAL HARASSMENT – STEP 3**):
  - if the Complainant does not feel comfortable talking to or writing to the Respondent;
  - if the Complainant is not satisfied with the result of the initial contact with the Respondent;
  - or, if the harassment and/or discrimination continues.

### **Step 2 – Informal Process** *(Not used in the case of sexual harassment complaints)*

- a) To initiate the Step 2 process, the Complainant is required to complete the **Workplace Conduct Complaint Form (including Workplace Harassment)** attached to this procedure which details the particulars of the allegations, and submit it along with any other supporting documentation, to their Supervisor, Principal, Manager or Superintendent/designate.

- b) The Supervisor, Principal or Manager is required to contact the respective Superintendent/designate to arrange a consultation within two working days.
- c) The Respondent cited in a complaint will be entitled to receive a copy of the **Workplace Conduct Complaint Form (including Workplace Harassment)** filed by the Complainant within three working days of the submission. The Supervisor, Principal, Manager or Superintendent/designate is responsible for ensuring that the Respondent receives a copy of the written complaint. Teachers are required to note their obligation under the regulation of the Teaching Profession Act, S. 18 (1) (b) as outlined on page 3 of this procedure.
- d) Both the Complainant and the Respondent have the right to representation during any discussions or meetings held during the process and shall be advised of this right by the Supervisor, Principal, Manager or Superintendent/designate.
- e) The Supervisor, Principal, Manager or Superintendent/designate will collect evidence by interviewing the Complainant and Respondent (separately), interviewing any witnesses, and otherwise investigating all aspects of the matter which are relevant in determining whether the allegations of harassment are substantiated.
- f) The Supervisor, Principal, Manager or Superintendent/designate must keep confidential and comprehensive notes of all meetings.
- g) The following actions may occur:
- Attempt at informal resolution
  - Referral to other more appropriate Board procedures, or other process, if appropriate or necessary
  - Referral of the complaint to Step 3 – Formal Process

**Note:** If it is determined at Step 2 that the complaint will involve disciplinary action, the Supervisor, Principal, Manager or Superintendent/designate will forward the complaint to the Superintendent of Employee Relations for review. If disciplinary action is required, a copy of any disciplinary correspondence will be placed in the employee's personnel file.

- h) If the complaint is resolved at Step 2 – Informal Process, the resolution is confirmed in writing and signed by both the Complainant and the Respondent. A copy is to be forwarded to the Superintendent of Employee Relations in an envelope marked "Private and Confidential" by the Complainant's Supervisor, Principal, Manager or Superintendent/designate. The Superintendent of Employee Relations/Designate will place the document(s) in a secure Employee Relations File. A copy of the written resolution will not be placed in either the Complainant's or the Respondent's personnel file.
- i) If there is not a satisfactory resolution at Step 2, the Superintendent will submit a report to the Superintendent of Employee Relations requesting that the complaint be advanced to Step 3.



### **Step 3 - Formal Resolution Process:**

- a) The complaint may proceed to Step 3 in the following circumstances:
- In lieu of Step 1 or Step 2, if it is determined by the Superintendent of Employee Relations that the most appropriate avenue, given the circumstances surrounding the complaint, is to proceed to Step 3. For example, if the source of the complaint is the Complainant's Supervisor);
  - If Step 1 and/or Step 2 does not resolve the complaint;
  - In the case of Sexual Harassment: In lieu of Step 1, at the option of the Complainant.
- b) The request to proceed to Step 3 shall be made in writing to the Superintendent of Employee Relations. A copy of the ***Workplace Conduct Complaint Form (including Workplace Harassment)*** and any supporting documentation must accompany the written request.
- c) The Superintendent of Employee Relations/designate is responsible for informing both the Complainant and Respondent within 2 working days of receipt of the submission of the complaint to the Step 3 process that the complaint has been forwarded to Step 3, unless deemed inappropriate by the Superintendent of Employee Relations/designate. If the Respondent has not previously been provided with a copy of the ***Workplace Conduct Complaint Form (including Workplace Harassment)***, the Superintendent of Employee Relations/designate shall provide the Respondent with a copy of the document, unless deemed inappropriate.
- d) The Superintendent of Employee Relations' designate will commence a separate investigation into the complaint within ten (10) working days of the receipt of a written request for a Step 3 investigation.
- e) Both the Complainant and the Respondent have the right to representation during any discussions or meetings held during the process and shall be advised of this right by the investigator.
- f) If the complaint can be resolved through voluntary mediation (both parties agree to participate voluntarily in the mediation), the Superintendent of Employee Relations will appoint someone who is acceptable to both parties to mediate the dispute. Mediation will be facilitated on a without prejudice and "off the record" basis by a mediator who has had training in mediation. Should the mediation be successful, the agreement reached between the parties will be confirmed in writing and signed by all parties. A copy of the mediated settlement will be placed in a secure file in the Employee Relations Department. A mediated settlement is without prejudice to the parties and may not be relied upon by the employer in the future.

It is noted that mediation may not be appropriate in all cases and the Superintendent of Employee Relations may deem it necessary not to mediate the complaint, but to continue the investigation to determine if remedial or disciplinary action is appropriate.

- g) The Superintendent of Employee Relations may appoint an independent investigator and/or mediator.

- h) The investigation into the complaint must be handled expeditiously. While it is expected that all investigations occurring under this complaint procedure will be completed within six months of the filing of the complaint, delays may occur.
- i) Notwithstanding either party's refusal to co-operate in an investigation, the Board may deem it necessary to follow the complaint procedure through to completion.
- j) The Superintendent of Employee Relations/designate will advise the Complainant and the Respondent of the results of the Step 3 investigation and any actions that may be taken in the matter. The specific details of any disciplinary action will only be provided to the employee who is to be disciplined.

k) **Outcomes**

Depending on the outcome of the Step 3 investigation, a decision regarding rehabilitative or disciplinary action for the Respondent and/or the Complainant may include, but is not limited to:

- Counselling
- Education on Harassment
- Formal written apology
- Change of work assignment of the Complainant and/or Respondent
- Disciplinary action up to and including dismissal

Such a decision regarding outcomes is made by the Superintendent of Employee Relations.

- l) In the opinion of the Board, reasonable investigation information, including for example names of witnesses and factual information provided, will be shared in confidence with the Union representative(s) of the Complainant and/or Respondent, upon written request.

**GENERAL ADMINISTRATIVE PROCEDURE: #305.00**

All persons working for the Board or carrying out Board business on a temporary, part time or full time basis are covered by this procedure.

**EMPLOYEE WORKPLACE CONDUCT CHECKLIST  
(INCLUDING WORKPLACE HARASSMENT)  
FOR DEALING WITH AN INCIDENT OF DISCRIMINATION OR  
HARASSMENT**

Complaints from an individual or group should be reported within a reasonable time following the occurrence of the triggering incident. The Board adopts a six-month time frame and may, in its discretion, decide not to deal with the complaint when the facts upon which the complaint is based occurred more than six months before the complaint was filed. However, where a reasonable circumstance exists for failing to bring the complaint forward within six-months, and the delay would not result in any prejudice to the Respondent, a complaint may be accepted beyond the six-month time limit.

IN SOME CIRCUMSTANCES STEP 1 AND/OR STEP 2 MAY BE BYPASSED AND THE COMPLAINT PROCEDURE MAY BE STARTED AT STEP 3. THE SUPERINTENDENT OF EMPLOYEE RELATIONS WILL MAKE THE FINAL DETERMINATION REGARDING COMMENCEMENT AT STEP 3. COMPLAINTS OF SEXUAL HARASSMENT WILL BE DEALT WITH AT STEP 1 OR STEP 3.

***STEP 1 – SPEAK UP***

***(THE MAJORITY OF CASES ARE RESOLVED AT THIS STEP)***

- Complainant is advised to record the details surrounding the incident (times, dates, places, names, witnesses, circumstances etc).
- Complainant to advise the Respondent in person or in writing that he/she considers the conduct in question to be offensive and request the Respondent to stop. This may be done in the presence of a resource person.
- Both the Complainant and the Respondent are advised to document the details of the meeting.
- If the Complainant writes to the Respondent, a copy of the correspondence is to be kept.
- If the Respondent fails to stop, or if the Complainant does not feel comfortable in confronting the Respondent in the first place, or if not satisfied with the initial contact, then move to STEP 2 (**IN CASES OF SEXUAL HARASSMENT – STEP 3**).

## ***STEP 2 – INFORMAL PROCESS***

*(Not used in the case of sexual harassment complaints)*

- Complainant contacts his/her Supervisor/Manager/Principal as soon as possible within the timelines noted previously.  
(If the Respondent is the Supervisor/Manager/Principal, contact the respective Superintendent)
- The Supervisor/Manager/Principal is required to contact the respective Superintendent/designate for a consultation within two (2) working days.
- The Complainant submits the completed ***Workplace Conduct Complaint*** (including Workplace Harassment) form and any other documentation.
- Supervisor/Manager/Principal ensures that the Respondent receives a copy of the complaint within three (3) working days of submission.
- Supervisor/Manager/Principal ensures that the Complainant and Respondent are informed that a representative may accompany them to any meetings.

Action may include:

- Meeting between the Supervisor/Manager/Principal and the Respondent to discuss the concern(s).
- Referral to other procedures as the Board considers appropriate.
- Referral of the concern(s) to STEP 3.
- Meeting between the Supervisor/Manager/Principal, Complainant and the Respondent to reach a resolution, **AND**
- Resolution** – Agreement/letter is prepared and signed by both the Complainant and the Respondent.  
A copy to be forwarded to the Superintendent of Employee Relations marked “Private and Confidential”, **OR**
- No Resolution** - Move to STEP 3.

## ***STEP 3 – FORMAL RESOLUTION***

*(In the case of sexual harassment: In lieu of Step 1, at the option of the Complainant)*

- Complaint is filed with the Superintendent of Employee Relations. Copy of ***Workplace Conduct Complaint*** form (including Workplace Harassment) completed and submitted with request to move complaint to Step 3.
- Superintendent of Employee Relations/designate will advise both the Complainant and Respondent within two (2) working days that the complaint has been forwarded to Step 3.

- Superintendent of Employee Relations designate (may be board employee or independent) will commence a separate investigation into the complaint within ten (10) working days of the receipt of a written request for a Step 3 investigation.
- Superintendent of Employee Relations designate to interview the Complainant, Respondent and any witnesses (separately).

*Note:* If the complaint can appropriately be resolved through mediation, an effort to do so will be made by the Superintendent of Employee Relations/designate. If it is determined by the Superintendent of Employee Relations/designate that mediation is not appropriate, or if no resolution is reached through mediation, the investigation will continue and a determination in the matter will be made by the Superintendent of Employee Relations.

*Note:* If mediation is successful, the agreement reached between the parties will be confirmed in writing by all parties. A copy of the mediated agreement will be given to both the Complainant and the Respondent and a copy will be stored in a secure file in the Employee Relations Department.

**THE SUPERINTENDENT OF EMPLOYEE RELATIONS DESIGNATE WILL INVESTIGATE FULLY. THE INVESTIGATION SHALL BE COMPLETED AS EXPEDITIOUSLY AS POSSIBLE.**

**Following the investigation:**

- The Complainant and the Respondent will be advised by the Superintendent of Employee Relations/designate of the conclusion of the Step 3 investigation.
- The results of the investigation will be shared with the Complainant and the Respondent. The specific details of any disciplinary action will only be provided to the employee who is disciplined.
- In the opinion of the Board, reasonable investigation information, including for example names of witnesses and factual information provided, will be shared in confidence with the Union representative(s) of the Complainant and/or Respondent, upon written request.

**OUTCOMES**

Depending on the outcome of the Step 3 investigation, a decision regarding rehabilitative or disciplinary action for the Respondent and/or the Complainant may include, but is not limited to:

- Counselling
- Education on Harassment
- Formal written apology
- Change of work assignment of the Complainant and/or Respondent
- Disciplinary action up to and including dismissal

For more detailed information, refer to Employee Workplace Conduct Procedure (Including Workplace Harassment), GAP #305.00, Revised September 28, 2010.



**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

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**WORKPLACE CONDUCT COMPLAINT FORM  
(INCLUDING WORKPLACE HARASSMENT)  
General Administrative Procedure 305.00**

**All persons working for the Board or carrying out Board business on a temporary, part time or full time basis are covered by this procedure.**

**PRIVATE AND CONFIDENTIAL**

Complainants may seek assistance before completing this form.

Complaint is being submitted at a

Step 2 (Informal Process – Form to be submitted to the Complainant’s Supervisor, Principal, Manager or Superintendent)

Step 3 (Formal Process – Form to be submitted to the Superintendent of Employee Relations). Note: Documentation of previous meetings held, witness statements, etc., are to be included with a Step 3 request.

Name of Complainant: \_\_\_\_\_

School/Department/Work Site: \_\_\_\_\_

Description of Alleged Harassment and/or Discrimination – attach further information if required:

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Name(s) of Person(s) Accused of Harassment and/or Discrimination:

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Date(s) of Incident(s) or Time Frame and Location of Incident:

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What steps have been taken to date to resolve the complaint:

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Resolution Requested:

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Complainant(s) Signature(s):

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Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Supervisor/Principal/Manager/Superintendent’s Signature (indicating receipt):

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Date of Receipt: \_\_\_\_\_

*The information contained in this form is of a highly confidential nature and will be protected as outlined in GAP #305.00 – Employee Workplace Conduct (Including Workplace Harassment).*

**INSTRUCTIONS FOR HANDLING THIS FORM**

Place this form in a sealed envelope marked “PRIVATE AND CONFIDENTIAL” and forward as outlined above for a Step 2 or Step 3 investigation.