

Formal Complaint Process

**CONSULT WITH
RESOURCE PERSON**



**STAGE 1:
DOCUMENTATION AND
NOTIFICATION**



**STAGE 2:
INVESTIGATION**



**STAGE 3:
REPORT AND
CONCLUSION**



**STAGE 4:
APPEAL OF THE
DECISION**

- Resource person will outline the formal complaint process. Throughout the process, the employees may have representation from the Union.
- A formal written complaint will be drafted with assistance from resource person detailing the particulars of the allegation.
- Resource person will provide copies to Complainant, Respondent and their Supervisory Officer(s).
- Supervisory Officer will collect evidence by meeting with the Complainant and Respondent (separately), interviewing witnesses and investigating all aspects of the matter.
- A confidential written record will be kept throughout the investigation.
- When the inquiry is complete, the Supervisory Officer will prepare a report for the Supervisory Officer responsible for the Workplace Harassment Policy.
- The Supervisory Officer responsible for the Workplace Harassment Policy will review the report and authorize its release to all parties of the complaint.
- The Complainant and Respondent have ten (10) working days to respond to the evidence in the report and/or provide new evidence.
- The Supervisory Officer will review the responses and determine whether or not to accept the conclusion.
- If no harassment is found, both parties are informed in writing and the file will be closed. All documents will be retained in a sealed confidential file separate from the personnel file.
- The Complainant or Respondent may appeal the decision to the Director of Education.
- The Director of Education will review the report and other supporting documentation and confirm or reverse the decision in writing to the Complainant and Respondent.

