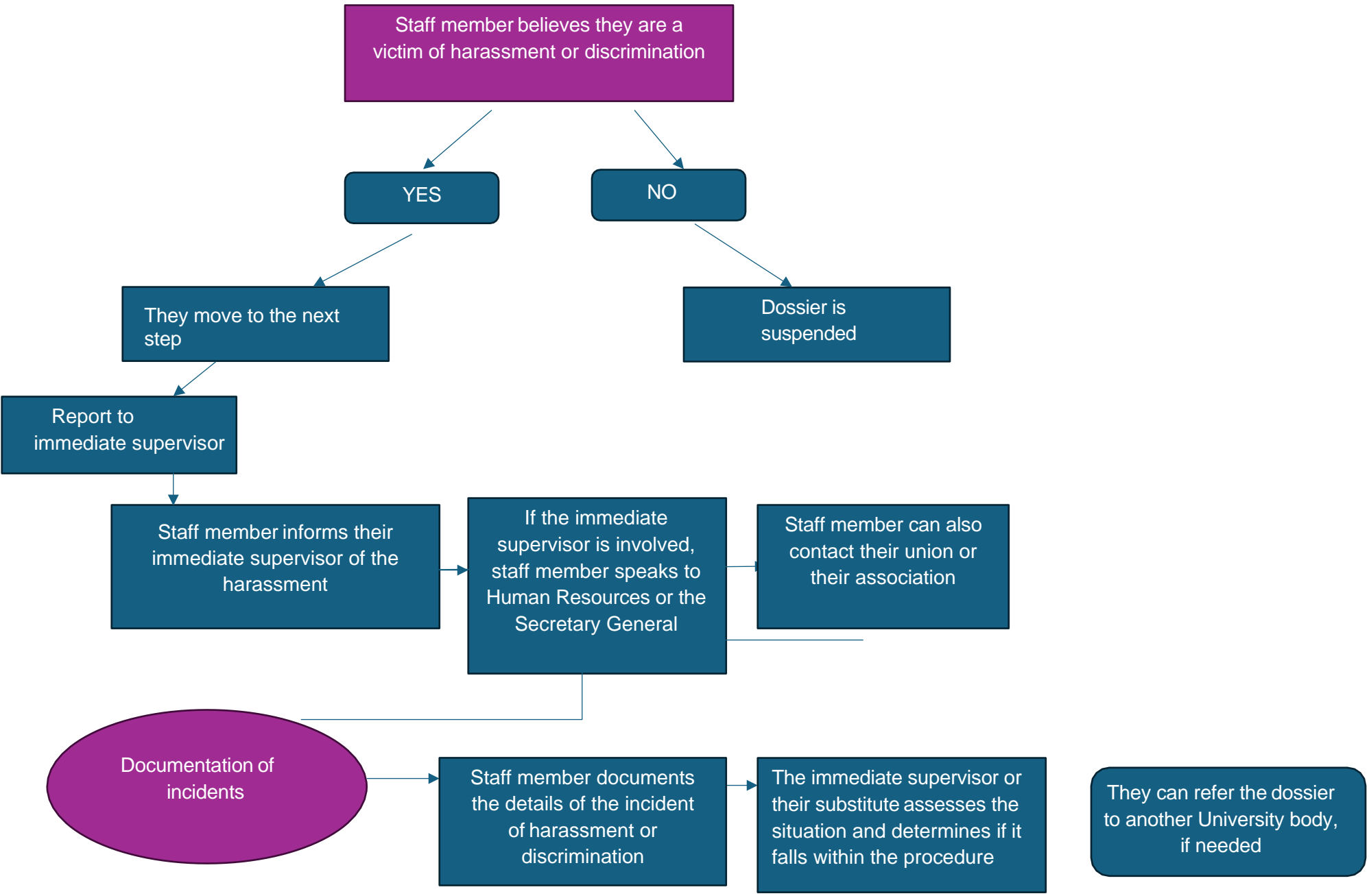
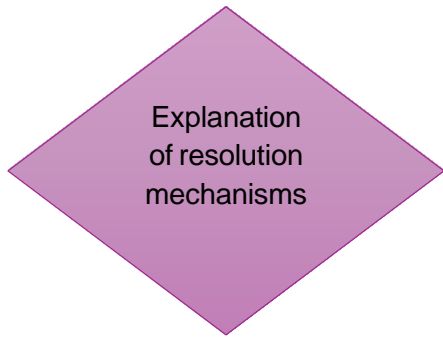


Diagram

### Procedure for a complaint of workplace harassment





The immediate supervisor or their substitute explains the three resolution mechanisms available to the staff member

Informal awareness process

Mediation process

Formal resolution process (investigation)

Choice of recourse

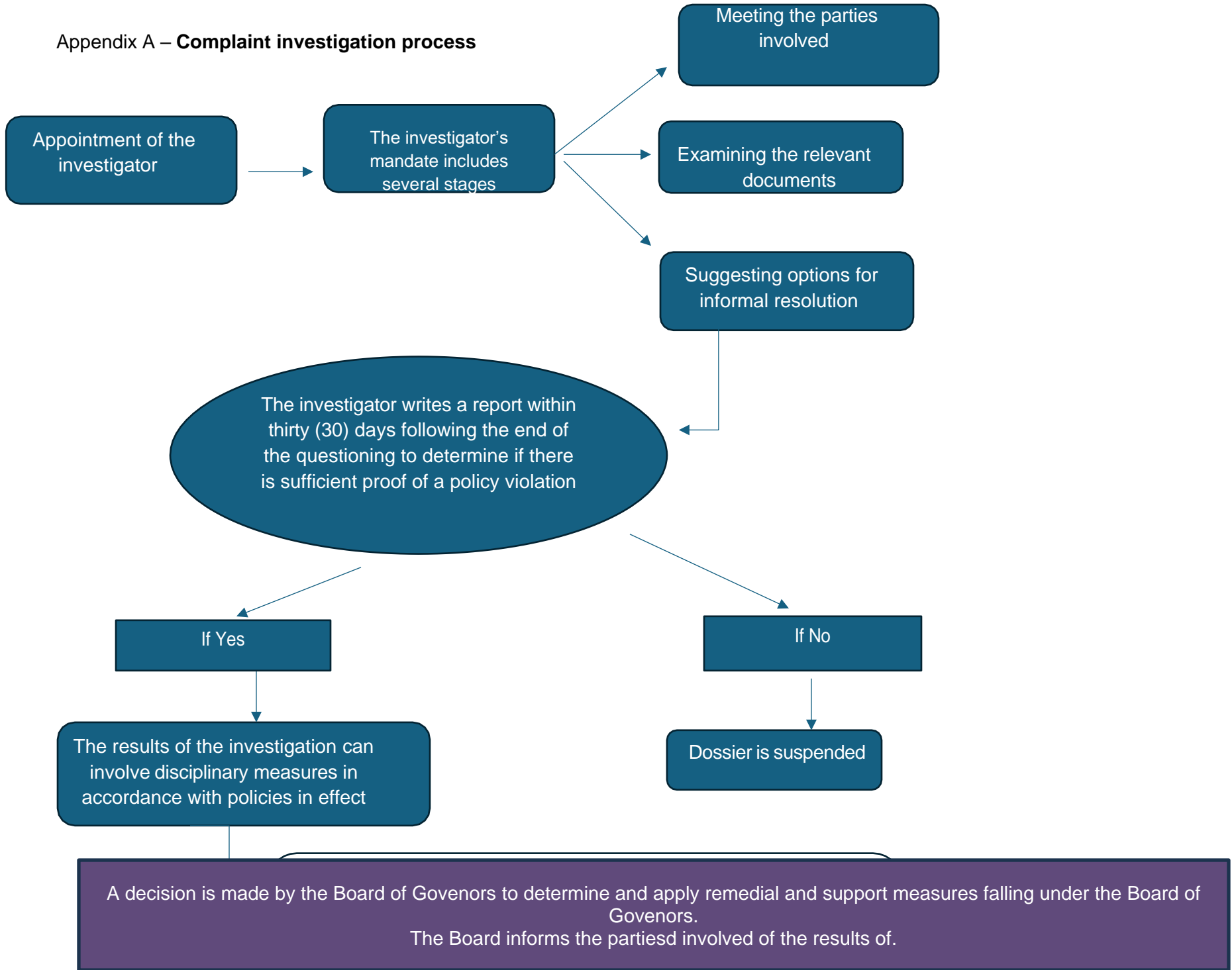
Staff member chooses one of the suggested resolution processes

They can be accompanied during the process and remain in control of their complaint

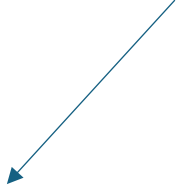
Staff member is informed that they can use other recourses provided by the law, regulations or collective agreements.  
Staff member retains their rights even if they use the University procedure.

Possibility of a complaint by the University:  
Even in the absence of a formal complaint, the University reserves the right to file a complaint and investigate any possible case of harassment and discrimination in the workplace.

Appendix A – Complaint investigation process



**Complaint investigation process**



If the complaint is founded, remedial measures may be taken against the person responsible, such as a warning, request for a written apology, suspension or dismissal



If the complaint is not supported by the evidence gathered, it is rejected, and no sanctions are taken against the parties involved

A complaint deemed inappropriate or made in bad faith may involve remedial measures against the complainant

## COMPLAINT OF HARASSMENT, DISCRIMINATION OR VIOLENCE

In accordance with Regulation RHR-224

Name of the complainant: \_\_\_\_\_

Form received by: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date received: \_\_\_\_\_

### INFORMATION ABOUT THE COMPLAINANT

Student Level of studies: \_\_\_\_\_  University staff member

School: \_\_\_\_\_ Job title: \_\_\_\_\_

Work location: \_\_\_\_\_

### INFORMATION ABOUT THE INCIDENT OR INCIDENTS

Please use the other side of this form and additional pages, if needed (each additional page should be initialled by the complainant) and include the following information:

- Date and time of the incident or incidents
- Description of the incident or incidents (*please list the facts chronologically and in detail*)
- Description of measures taken so far to resolve the situation, if applicable

### INFORMATION ABOUT THE PERSON NAMED IN THE COMPLAINT

Student Name: \_\_\_\_\_ Level of studies: \_\_\_\_\_ School: \_\_\_\_\_

University staff member Name: \_\_\_\_\_ Ext.: \_\_\_\_\_

Work location: \_\_\_\_\_

Other (*specify their role, such as partner, volunteer, supplier*): Name: \_\_\_\_\_

Role: \_\_\_\_\_ Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

### INFORMATION ABOUT THE WITNESSES

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

### OTHER RELEVANT INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Information received from a complainant, the person named in the complaint or a witness, relating to an allegation of harassment, discrimination or violence, including any observation, experience or participation, is collected by the University for the purpose of conducting an investigation into whether a complaint is founded and for taking the necessary steps to ensure a workplace and learning environment that is free of harassment or discrimination. Also, information collected may be used for further purposes arising from incidents that led to the complaint. The collection of this information is authorized by the Information and Privacy Commissioner of Ontario (authorization number 95-02).



