

Harassment Complaint Procedure

Category: Governance

Date Established: 10/04/2017

Policy Number:

Date Last Revised:

Related Documents: Respectful Environment Policy
Harassment Complaint Report (HCR)

Purpose

To identify a procedure for dealing with complaints about harassment or bullying of any employee, member, volunteer or participant of PAL (55+) activities or events.

PROCEDURE WHEN LODGING A COMPLAINT OF HARASSMENT

PAL (55+) must take reasonable and immediate steps to terminate the harassment of an employee, member, volunteer, or participant.

All complaints will be in writing and shall be investigated by the Executive Director in the first instance, or the Vice President. Anonymous complaints will not be considered. *Harassment Complaint Report* forms are available from the PAL (55+) website, or the Administration Office.

Any and all conduct that lies within the definitions specified, or any retaliatory action taken against a complainant, shall be subject to disciplinary action.

PROCEDURE FOR DEALING WITH HARASSMENT

When possible, the employee, member, volunteer or participant who is being harassed is to inform the harasser clearly and directly that the action is offensive and shall not be tolerated.

The employee, member, volunteer or participant has the right to bring the situation to the attention of the Executive Director or the Vice President.

If the situation is not resolved to the satisfaction of the employee, member, volunteer or participant, that person may lodge a complaint in writing to the Board of Directors, specifying:

- Name of alleged victim
- Nature of the alleged harassment including any injuries sustained
- Details of the incident(s) including date(s), location(s), etc.
- Name(s) of the alleged perpetrator(s)
- Name(s) of any witnesses
- Any other supportive data

The Executive Director shall ensure that the complaint is investigated in an expeditious and confidential manner. She/he shall immediately take steps to ensure a safe environment is maintained for the complainant during the investigation.

This may include, but is not limited to, ensuring that the alleged perpetrator(s) not have unnecessary and unsupervised contact with the complainant.

Reasonable measures are to be taken to avoid the possibility of the alleged perpetrator(s) committing similar or other offences against other employees, members, volunteers or participants.

The following principles shall be applied to the fact-finding process:

- Full and fair treatment shall be accorded to all concerned in the matter.
- The investigation shall be conducted in consultation with appropriate authorities.
- The investigator may appoint a witness or recorder for any interviews conducted during the investigation. This investigation, and remedial action, must be given high priority and completed as soon as possible.

The investigator shall prepare a written report containing a statement of facts and action(s) recommended.

The Executive Director or the Vice President shall meet with the complainant after the investigation to explain the disposition of the complaint.

Should the complaint be substantiated, a report will be filed in the Incident File and will include any disciplinary action.

If it is clear that the complaint of harassment is erroneous, staff, the Executive Director or the Vice President shall take reasonable steps to assure that the reputation of the alleged perpetrator(s) is restored.

If the complaint is made against the Executive Director, the completed documentation shall be forwarded directly to the Vice President.

Employees, members, volunteers or participants may at any time, or if not satisfied with the process, contact The Manitoba Human Rights Commission.

Contact Emails:

Executive Director: ed@pal55plus.com

Vice President: vppal55plus@gmail.com