

SD 42 PROCEDURE: 7210.2

INVESTIGATION PROCEDURE - WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

1. How and when investigations will be conducted

Most investigations at School District No. 42 will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- Be sensitive to the interests of all parties involved, and maintain confidentiality;
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- Incorporate, where appropriate, any need or request from the complainant or respondent for union representation during the investigation process.

2. What will be included

Investigations will include interviews with the alleged complainant, the alleged bully, and any witnesses. If the alleged complainant and the alleged bully agree on what happened, then the School District will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as electronic communication, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

The Manager Health, Safety & Wellness is responsible for ensuring workplace investigation procedures are followed.

The Principal/Supervisor will liaise with Human Resources to undertake and participate in investigations.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Director of Human Resources or designate.

4. Follow-up

The alleged bully and alleged complainant will be advised of the investigation findings by the Director of Human Resources or designate.

Following an investigation, the Manager Health Safety & Wellness will review and revise if necessary, workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program.

5. Record-keeping requirements

The School District expects that workers will keep written accounts of incidents to submit with any complaints. The Human Resources Department will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually.

All workers will be provided with a copy at the new worker orientation training session. Electronic copies are available on the School District website.

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