



# Regional Municipality of Durham

## Corporate Policy and Procedures Manual

<b>Title: Harassment and Discrimination Prevention Policy</b>	<b>Policy #: 8.10</b>
<b>Approved By: Regional Council</b>	<b>Page #: 1 (of 14)</b>
<b>Issued: June 30, 2003</b>	<b>Revised: October 4, 2019</b>
<b>Responsibility: Corporate Services</b>	<b>Section: Human Resources</b>

### 1. Policy

The Region of Durham (the “Region”) recognizes that every employee has the right to work in an environment that is supportive of employee productivity, dignity and self-respect. Conduct that is considered to be discriminatory or harassing will not be tolerated.

This policy addresses the following:

- Any act of harassment or workplace sexual harassment pursuant to the *Occupational Health and Safety Act*.
- Any act of harassment and/or discrimination pursuant to the Ontario *Human Rights Code*. Thus, prohibiting such behaviour that is motivated by race, ancestry, colour, place of origin, ethnic origin, citizenship, creed, disability, gender identity, gender expression, family status, marital status (including single status), sex (including pregnancy and breastfeeding), sexual orientation, age, record of offences (in employment only) or receipt of public assistance (in housing only) which are generally referred to as the “prohibited grounds”.
- Any act of personal harassment (e.g. workplace bullying, gossiping, teasing, taunting) not addressed by the *Occupational Health and Safety Act* or the Ontario *Human Rights Code*.

In compliance with the *Occupational Health and Safety Act*, the Workplace Violence Prevention Policy #8.20 should be consulted whenever there are concerns of violence or a threat of violence in the workplace.

This policy will be reviewed on an annual basis in consultation with the Region’s Joint Health and Safety Committees.

### 2. Purpose

The purpose of this policy is to:

- Foster a workplace of respectful behaviour and promote awareness of human rights.
- Prevent all forms of harassment and discrimination based on the prohibited grounds as identified in the Ontario *Human Rights Code*.
- Prevent all forms of personal harassment (e.g. gossip, workplace bullying, teasing, coercion, taunting).

- Prevent and promote awareness of all forms of harassment and discrimination through education, early identification and corrective discipline, where appropriate.
- Meet the Region of Durham's ethical and legal obligations to establish, promote and maintain a workplace free from harassment, discrimination and personal harassment.
- Provide procedures for investigating and resolving complaints of harassment and discrimination, as well as remedying situations when instances or patterns of harassment and discrimination occur.
- Ensure all employees feel safe at work.

### 3. Definitions

The following 15 definitions should be used when reading this policy:

#### **Allegation**

An unproven assertion or statement based on a person's perception.

#### **Conflict**

Occurs when two or more individuals have interests to some degree that are or can be seen as being incompatible, which disrupts the cohesive relationships that are necessary for a productive and well-balanced workplace.

#### **Complainant**

The person alleging that harassment or discrimination occurred. There can be more than one Complainant within a complaint.

#### **Discrimination**

Unequal treatment based upon any of the prohibited grounds outlined in the Ontario *Human Rights Code*.

#### **Gossip**

A form of personal harassment whereby the spread of personal affairs, rumours, half or unfounded truths, and/or lies about a person or organization occurs.

#### **Harassment**

Any course of vexatious comment or conduct against a worker in a workplace relating to any of the prohibited grounds (see Prohibited Grounds below) that is known or ought reasonably to be known to be unwelcome (e.g. verbal abuse, threats, gestures, mental and physical abuse, display of racist, patronizing attitude that undermines self-respect, or written or verbal racial or cultural jokes).

Harassment **does not** include:

- Management direction, evaluation or appropriate discipline.
- Stress associated with the performance of job duties.

- Friendly teasing or bantering that is mutually acceptable.
- Friendly or romantic behaviour that is welcome and mutual.

### **Mediation**

A voluntary process where parties in dispute consent to meet with a mediator to determine whether the dispute can be resolved in a mutually satisfactory manner. Mediation discussions between parties are treated as private and confidential to the full extent permitted by law; however, any agreed outcomes will be shared with the Director, Human Resources (HR) Departmental Services or designate in their capacity to oversee the file.

### **Personal Harassment**

Harassment that is not related to a prohibited ground identified in the *Ontario Human Rights Code*. Personal harassment is a course of improper comments and/or conduct, directed at and offensive to another person or persons in the workplace and that the individual knows or ought to reasonably know would offend, harm or is derogatory, demeaning or causes humiliation or embarrassment.

Examples include but are not limited to behaviour that is:

- Intimidating
- Offensive
- Degrading
- Humiliating
- Demeaning

Personal harassment **does not** include:

- Management direction, evaluation or appropriate discipline by a manager or supervisor.
- Stress associated with the performance of job duties.
- Friendly teasing or bantering that is mutually acceptable.

### **Poisoned Work Environment**

Created when conduct or comments are not directed at a specific individual, but nonetheless generates a degrading or offensive work environment (e.g. display of offensive material, use of patronizing language, or intimidating behaviour).

### **Prohibited Grounds**

Harassment and/or discrimination that is motivated by race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and breastfeeding), sexual orientation, age, record of offences (in employment only), gender identity, gender expression, marital status (including single status), family status, disability, or receipt of public assistance (in housing only) or as otherwise identified under the *Ontario Human Rights Code*.

**Respondent**

The person who is alleged to be responsible for the harassment or discrimination. There can be more than one Respondent within a complaint.

**Sexual Harassment**

Any course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Or, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Examples include, but are not limited to, the following:

- Deliberate and unsolicited sexual comment, suggestion or physical contact that creates an uncomfortable working environment for the recipient.
- Unwelcome remarks, jokes, sexual innuendoes, or taunting about a person's body, attire, sex, personal or social life.
- Practical jokes of a sexual nature, which cause awkwardness or embarrassment.
- Displaying and/or distributing pornographic pictures or other offensive material of a sexual nature, either through printed copy (e.g. poster, pamphlet, brochure) or personal computer or any electronic means.
- Leering (suggestive staring) or other gestures.
- Unnecessary physical contact such as touching, patting or pinching.
- Expressions of gender bias, which may include remarks that are discriminatory, degrading or derogatory and create or contribute to a poisoned work environment.
- Requests for sexual favors.
- Calling people sex-specific derogatory names.
- Making sexual comments about appearance, clothing, or body parts.
- Sending suggestive letters, notes, or e-mails.
- Sexual assault.

**Vexatious**

Causing or tending to cause annoyance, frustration or worry.

## **Workplace**

All Regional facilities, work sites, vehicles and any other location where Regional business is conducted. Harassment which occurs outside the workplace or hours of work, in person, via e mail or internet activity/social media, but is related to the work environment may also be considered as workplace harassment.

## **Workplace Bullying**

Occurs when there is a hostile or abusive conduct that reasonably causes someone to fear for their safety. This may occur in the workplace, in a location related to the workplace or through internet activity. Bullying that occurs through internet activity may include websites, chat rooms, electronic pictures, blogging or email. Any such activity that is related to the workplace may be considered workplace bullying.

## **4. Prevention**

All employees should take action to help prevent all forms of harassment, discrimination, and personal harassment and shall:

- Treat others with respect.
- Take action to resolve problems as early as possible.
- If a situation should arise whereby an individual's behaviour is offensive or problematic, advise the individual of any concerns and advise them to stop such behaviour.
- Consider apologizing for actions that you have taken that may have had a negative impact on someone.

## **5. Informal Resolution Process**

- 5.01 Prompt resolution of a complaint may prevent an escalation in the level of harassing and/or discriminating behaviour. It is recommended that all individuals who believe that they have experienced harassment and/or discrimination maintain detailed notes regarding the issue(s).
- 5.02 Where appropriate, every effort will be made to resolve issues relating to harassment and discrimination expediently therefore negating the need for a formal complaint.
- 5.03 Employees are encouraged to inform their manager of their complaint. If the complaint involves the employee's manager, the employee may consult with that person's manager, Department Head or Human Resources representative.
- 5.04 Four options to resolve harassment and discrimination concerns are available for employees. An informal approach may foster prompt resolution, without a formal investigation.

### **Option 1: Communicate concerns to the Respondent**

If an employee (the Complainant) feels that they are being harassed or discriminated against, they should talk to the individual about their conduct (if the situation permits, and the Complainant feels comfortable) – Tell the individual to **stop** the unwelcome and offensive

behaviour. A simple discussion may resolve the problem. The Complainant may directly, in writing, or with help from a union representative approach the Respondent and tell them to stop the unwelcome/offensive behaviour. **If the Complainant is unable to approach the Respondent, due to intimidation factors (e.g. severe workplace bullying, threats, senior management involvement) they may proceed to another option or file a Formal Complaint.**

### **Option 2: Obtain counsel, guidance and advice**

The employee may wish to obtain information and expert guidance prior to deciding to proceed with a harassment and/or discrimination complaint. The employee may consult the appropriate Labour Relations Advisor to obtain advice. Employees may also consult a union representative. All consultations will remain confidential as much as is possible, or as legally required (e.g. where violence and/or any other form of potential harm exists involving individual(s) during the complaint process).

### **Option 3: Escalation to management**

If an employee is unable to resolve the issue themselves or the harassing and/or discriminating behaviour continues after asking the individual to stop, the employee may require management to intervene and to facilitate resolution. Note: most complaints are resolved at this stage without formal investigation.

Three methods to facilitate resolution may include:

- Human Resources or Management addressing the concerns with the Respondent.
- Human Resources or Management facilitating a discussion between the two parties.
- Provide an option for individuals to participate in mediation or to have a facilitated negotiation/discussion to resolve the issue(s) with a Human Resources representative or outside third party (refer to Option 4 below).

### **Option 4: Mediation**

Where it has been determined to be feasible and where the Complainant and Respondent concur, a mediated solution to the dispute will be attempted. If acceptable to the Complainant and the Respondent, a Human Resources Representative or outside source will mediate the dispute as determined by the Director, HR Departmental Services or designate. Both parties will have the right to an interpreter, if required.

Mediation may be attempted at any point in the process of addressing the complaint where it is considered to be appropriate and there is a reasonable chance of resolving the complaint.

**Note:** Prior to mediation, both parties must agree to the terms of mediation and may sign an Agreement to mediate. It must be understood that if a settlement\* is reached, that it would have to be satisfactory to both parties, and the mediation settlement is binding by both parties. All mediation discussions will be held on a confidential, “without prejudice” basis.

**\*Such settlement must not violate or interfere with the collective agreement, this policy or the operation of the relevant department.**

- 5.05 If the informal resolution process has not been successful or is considered to be inappropriate, the Complainant may proceed by filing a Formal Complaint.
- 5.06 Management reserves the right to investigate instances that are not submitted via formal complaint.

## **6. Formal Complaint Process**

- 6.01 If the Informal Resolution Process as outlined in section 5 above is not effective or appropriate to resolve a complaint, the Complainant may file a formal complaint to the Director, HR Departmental Services or designate or other individual as determined from time to time by the Commissioner of Corporate Services. Each step in the Formal Complaint Process shall be taken, unless deemed otherwise, by the Director or designate.
- 6.02 It is strongly encouraged that the employee report the incident to their manager (if they have not done so already) prior to submitting a formal complaint to the Director, HR Departmental Services or designate. Where the employee's immediate manager is alleged to have committed the act of harassment and/or discrimination, the employee should report the incident to the next level of management.
- 6.03 Information obtained about an incident or complaint of workplace harassment or discrimination, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by the law.

The six steps taken when filing a complaint are:

### **Step 1: File a complaint**

The Complainant submits a clear and concise complaint in writing (via the attached **Workplace Harassment and Discrimination Incident Report**) to the Director, HR Departmental Services or designate, or if this person is the subject of the complaint, to the Commissioner of Corporate Services. The Formal Workplace Harassment and Discrimination Incident Report shall be completed in full, signed, dated and submitted as soon as possible, but within six months of the last alleged incident.

### **Step 2: Screening and acknowledgement of complaint**

Upon receipt of the Incident Report, the Director, HR Departmental Services or designate will acknowledge the complaint through written communication in a timely manner. A Labour Relations Advisor or outside representative will commence an impartial investigation of the complaint, in the event that an investigation is required as determined by the Director or designate as soon as possible upon receipt of the complaint. The Director, HR Departmental Services or designate will advise the Respondent of the complaint, and other applicable parties where determined appropriate.

If the Director, HR Departmental Services or designate decides not to conduct an investigation, they will provide the reasons to the Complainant (refer to Section 12).

### **Step 3: Investigation**

Where an investigation is required, the investigator will interview the Complainant, Respondent, and any Witnesses they deem appropriate, individually. The investigation interviews will be documented and signed to confirm accuracy. All participants will be asked to maintain confidentiality and sign off on a Confidentiality Agreement accordingly.

Every effort will be made to conduct an expedient investigation. However, due to extenuating circumstances that may arise, the process may be delayed beyond the control of the investigator.

### **Step 4: Documentation**

Once the investigation is complete, the investigator will prepare a written report for the Director, HR Departmental Services or designate identifying the findings of the allegation(s). The Director or designate will determine the next appropriate, potentially corrective, measures.

### **Step 5: Mediation**

Where it has been determined to be feasible and where the Complainant and Respondent concur, a mediated solution to the dispute will be attempted. If acceptable to the Complainant and the Respondent, a Human Resources Representative or outside source will mediate the dispute as determined by the Director or designate. Both parties will have the right to an interpreter, if required.

Mediation may be attempted at any point in the process addressing the complaint where it is considered to be appropriate and have a reasonable chance of resolving the complaint.

**Note:** Prior to mediation, both parties must agree to the terms of mediation and may sign an Agreement to mediate. It must be understood that if a settlement\* is reached, that it would have to be satisfactory to both parties, and the mediation settlement is binding to both parties. All mediation discussions will be held on a confidential, "without prejudice" basis.

**\*Such settlement must not violate or interfere with the collective agreement, this policy or the operation of the relevant department.**

### **Step 6: Remedies**

The Director, HR Departmental Services or designate will review the report to determine if the investigation reveals evidence to support the allegation(s) within the complaint. The Director or designate will then inform the Complainant and Respondent, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action(s) (e.g. training, education, facilitated discussion).

Where the findings of the investigation do not support the allegations, no reference to the incident will be placed on the Respondents Corporate Employee File. However, a labour relations file is maintained in Corporate Services - Human Resources.



## 7. Roles and Responsibilities

### Shared responsibility

7.01 All managers and employees share the responsibility for understanding and preventing harassment, discrimination and sexual harassment in the workplace, as well as responsible for participating in the investigation process as required. It is important to recognize that, under law, managers carry more responsibilities than employees. It is the manager's responsibility to ensure mechanisms are in place and supported within their department or area of responsibility to provide a workplace free from all forms of harassment and discrimination.

### Director, Human Resources Departmental Services or designate

7.02 The Director, Human Resources Departmental Services or designate (or other individual as determined from time to time by the Commissioner of Corporate Services) is responsible for the implementation and administration of this policy. They shall:

- Assess the complaint for appropriate action (e.g. referral to mediation or referral to investigation).
- Exercise their discretion as to whom in management is advised of the complaint and its findings.
- Appoint an investigator(s) as soon as possible.
- Consult with the investigator(s) to set a reasonable time frame for the completion of the investigation.
- Review the findings.
- Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results.
- Ensure the Complainant and Respondent are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures are necessary for a workplace free from harassment and discrimination.
- Maintain confidentiality.

### Management

7.03 Management employees have obligations under the Ontario *Human Rights Code* and this Council approved Harassment and Discrimination Prevention Policy. Under the Ontario *Human Rights Code*, management can be held personally liable for failing to take appropriate action.

7.04 Management employees are obligated to:

- Ensure mechanisms are in place and supported within their department and/or area of responsibility to provide a workplace free from harassment and discrimination.

- Acknowledge all incidents of harassment or discrimination in their area of responsibility that they become aware of, even if a formal complaint has not been filed or is not in written format.
- The manager and/or Labour Relations Advisor will follow-up expediently to attempt to resolve the complaint, unless the situation warrants immediate referral for formal investigation (e.g. workplace violence).
- If a verbal or written formal complaint is filed pursuant to this policy, immediately acknowledge the complaint and advise the Director, HR Departmental Services or designate.
- Participate in all aspects of the complaint process including, but not limited to investigation proceedings.
- Maintain confidentiality.

### **Complainants**

7.05 Complainants have a right to take the following seven actions:

- Make a complaint.
- Upon request, be accompanied by a union representative during the complaint process.
- Be informed regarding the status and progress of the investigation.
- Be informed of the results of the investigation in writing including validation of any corrective action that has been taken or will be taken as a result of the investigation.
- Not be subject to retaliation for the reason of having made a complaint under this policy.
- Prepare a list of allegations if required.
- Withdraw a complaint at any time during the procedure; however, depending on the nature of the issue, the Director, HR Departmental Services or designate may determine that an investigation is required, and the process will continue notwithstanding the withdrawal.

7.06 Complainants have the following two responsibilities:

- Maintain confidentiality within the workplace.
- Sign a Confidentiality Agreement.

### **Respondents**

7.07 Respondents have a right to take the following eight actions:

- Seek advice from their manager, Human Resources representative, or union representative.

- Retain a record of what occurred.
- Be informed that a complaint has been filed.
- Information regarding the status and progress of the investigation.
- Have the allegations provided by the Investigator.
- Respond to the allegations.
- Upon request, be accompanied by a union representative, where applicable, during the complaint process.
- Be informed of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.

7.08 Respondents have the following four responsibilities:

- Follow all procedures under this policy.
- Cooperate with all those responsible for dealing with the investigation of the complaint.
- Maintain confidentiality.
- Sign a Confidentiality Agreement.

### **Witnesses**

7.09 Witnesses have the right to not be subject to retaliation because they have participated as a witness.

7.10 Witnesses have the following three responsibilities:

- Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint.
- Maintain confidentiality with respect to the investigation (subject to their right to consult union representation, where applicable).
- Sign a Confidentiality Agreement.

### **Investigators**

7.11 The Investigator has the following nine responsibilities:

- Ensure the Respondent is informed of the allegations.
- Ensure all parties involved have been informed of their rights and responsibilities.
- Interview the parties concerned and any relevant witnesses.
- Collect all pertinent information.

- Recommend a mediation process where appropriate.
- Prepare a report.
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances.
- Maintain confidentiality.
- Sign a Confidentiality Agreement.

## **8. Documentation**

If an employee believes that they have been subject to harassment and/or discrimination, they should maintain a detailed record of the occurrence(s). The record should include, but is not limited to the following five facts:

- When the harassment started.
- When and how often it occurred.
- What happened.
- Whether there were any witnesses.
- What your response was.

## **9. Reprisal**

The Region of Durham strictly prohibits any form of retaliation, either direct or indirect, against an individual for: exercising their rights under this policy, initiating a complaint in good faith, investigating a complaint, being a decision maker in a complaint, participating as a Witness in an investigation, being a Respondent to a complaint, being associated with, or representing a Complainant, Witness or Respondent. Employees found to have engaged in reprisals may be subject to discipline. Appropriate discipline for a policy violation is not considered a reprisal.

## **10. Support**

Employees who are involved in the complaint process have the right to be accompanied by a support person of their choice, including a union representative, during meetings and/or interviews regarding a complaint under this policy.

The presence of a support person shall be subject to the approval of the Investigator or Director, HR Departmental Services or designate.

The support person's role is strictly limited to providing support to the individual being interviewed. They shall not be disruptive or interfere with the interview process (e.g. attempt to answer questions on behalf of the individual being interviewed). If such interference does occur, the investigator has the right to cease the interview.

Support persons will be required to sign a Confidentiality Agreement if they are a Regional employee.

#### **11. Confidentiality**

Harassment and discrimination are very sensitive issues. All individuals who come in contact with information pertaining to harassment and discrimination complaints, investigations and related records are expected to treat the information as confidential. Such information shall be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). However, it must be recognized that in some cases, absolute confidentiality cannot be guaranteed by Management or Corporate Services-Human Resources (due to conflicting legal obligations). Where required, information regarding the complaint will be shared with the appropriate senior management, or as otherwise required by law.

Failure to respect the confidentiality of the process may interfere with the investigation's findings. If it is found that someone has violated the confidentiality of the process, they will be subject to disciplinary action.

#### **12. Refusal to conduct an investigation/discontinuance of investigation**

If upon review of a Complaint, or at any time during an investigation, the Director, HR Departmental Services or designate is of the opinion that the Complaint is frivolous, vexatious or not made in good faith, or that there are no or insufficient grounds for an investigation, the Director, HR Departmental Services or designate shall not conduct an investigation or shall discontinue the investigation and shall communicate this position in writing to the Complainant and the member identified in the Complaint. The Director, HR Departmental Services or designate is under no obligation to prepare a report for any matters that they summarily dismiss or determine not to investigate or after an investigation is discontinued.

#### **13. The Ontario Human Rights Tribunal**

At any point in an investigation, the Complainant shall have the right to file a complaint with the Ontario Human Rights Tribunal or file a grievance.

#### **14. Disciplinary action**

Any employee who engages in harassment or discrimination may be subject to appropriate disciplinary action up to and including termination of employment.

Employees who are in a supervisory position and fail to take action when advised of harassment or discrimination may also be subject to disciplinary action.

#### **15. Fraudulent and/or malicious complaints**

Complaints that are found to have been made with fraudulent and/or malicious intent may also result in disciplinary action.

## 16. Application

All Region of Durham employees, elected officials, volunteers, students and contractors providing services on behalf of the Region of Durham.

Where the employee is part of a Union, the Collective Agreement, where applicable, may provide recourse.

If Regional employees are being harassed and/or discriminated against by non-Regional employees such as members of the public, contractors, consultants, and delivery or service people – the Region is obligated to respond. Employees shall report such incidences to their supervisor; and complete and submit the **Occupational Incident Reporting Form**.

## 17. References

- Corporate Policy and Procedures Manual including the following three policies:
  - Employee Code of Conduct
  - Conduct and Behaviour Policy #2.20
  - Workplace Violence Prevention Policy #8.20
- Workplace Conflict/Harassment/Violence in the Workplace Investigation - Confidentiality Statement
- Employee Assistance Program
- Respective Collective Agreement
- Records Retention By-Law and Corporate Classification Scheme
- Council Policy- HR-HAR-1 June 12, 1991
- Ontario *Human Rights Code*
- *Occupational Health and Safety Act*
- *Canada Labour Code*, Part iii, Division XV.1
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990

## 18. Inquiries

For additional information regarding this policy, contact your manager or Labour Relations Advisor.

## Workplace Harassment and Discrimination Incident Report

This report must be submitted in a sealed envelope marked **Personal & Confidential** and addressed to the Director, Human Resources Departmental Services or designate, Durham Region Headquarters, 605 Rossland Road East, Whitby, Ontario, L1N 6A3. Questions regarding the collection of information should be also be directed to the Director, Human Resources Departmental Services or designate.

### A) Complaint

Please select the appropriate box below that best describes the nature of your complaint:

#### 1. Harassment and/or Discrimination

- Harassment and/or Discrimination pursuant to the Ontario Human Rights Code as per the following Prohibited Grounds:
- |  |  |
|--|--|
| <input type="checkbox"/> Race, Ancestry, Colour                    | <input type="checkbox"/> Age   |
| <input type="checkbox"/> Place of origin                           | <input type="checkbox"/> Gender identity, gender expression                              |
| <input type="checkbox"/> Ethnic origin                             | <input type="checkbox"/> Marital status (including single status)                        |
| <input type="checkbox"/> Citizenship                               | <input type="checkbox"/> Family status   |
| <input type="checkbox"/> Creed                                     | <input type="checkbox"/> Disability  |
| <input type="checkbox"/> Sex (including pregnancy & breastfeeding) | <input type="checkbox"/> Record of offences (in employment only)                         |
| <input type="checkbox"/> Sexual orientation                        | <input type="checkbox"/> Or as otherwise identified under the Ontario Human Rights Code. |

#### 2. Behaviour

- Behaviour that is not covered under the Ontario Human Rights Code

#### 3. Complainant's Information:

Complainant's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Work Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Regional email address: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Personal information in this form is collected and will be used for the purpose of the investigation and any outcome resulting from the investigation.

4. Respondent(s) Name(s):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

5. Name(s) of Witness(s), if any:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**B) Incident**

1. Incident(s) have been reported to:

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

2. Description of the Incident:

Description of alleged offence(s) (provide a thorough description of, who, what, where, when, names of witnesses and dates and times of the incident. Use additional pages, and/or appropriate attachments (e.g. email), if necessary):

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