

Workplace Investigations

The Right Way to Investigate

1. Incidents and complaints of workplace harassment, including sexual harassment, must be taken seriously and acted upon promptly.
2. The investigator should be independent and objective.
3. The investigator must be knowledgeable about the law and the organization's policy and complaint procedure, and understand the methods for conducting investigations.
4. The investigator should not be in a position of authority over any of the parties to the complaint, nor should (s)he report to them.
5. Investigations should commence as quickly as possible and finish in a timely fashion.
6. The investigation must be – and appear to be – neutral and unbiased.
7. The parties to an investigation may have the right to representation, such as a union steward.
8. The investigator should make and keep thorough written notes of the investigation and any report that is prepared.
9. The investigator should take steps to protect confidentiality to the extent possible. Information should only be shared on a “need to know” basis.
10. The investigation report should summarize the allegations, what steps were taken during the investigation, the alleged harasser's response, and all evidence gathered.
11. The findings should be reported to someone with sufficient authority to enforce them.
12. The investigation must be impartial, timely, fair, and address all relevant issues.

*Adapted in part from the Ontario Human Right Commission's *Guidelines on Developing Human Rights Policies and Procedures*

Workplace Harassment Complaint Form

Please complete this form if you feel you have experienced workplace harassment.

Your Name:

Your Contact Information:

Address:

Telephone (home): (cell):

Email:

Name(s) of Alleged Harasser(s):

Alleged Harasser(s)' Contact Information (If Available):

Address:

Telephone (home): (cell):

Email:

Details of Your Complaint of Workplace Harassment:

Please describe in as much detail as possible the harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. Attach additional pages if required.

Relevant Documents/Evidence:

Please attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below as well.

Signature: _____

Date: _____

**Adapted from the Ministry of Labour's Code of Practice to Address Workplace Harassment under Ontario's Occupational Health and Safety Act.*