

**TOWNSHIP OF SOUTHGATE**  
**Policy #33B Occupational Health & Safety Policy**  
**Respect in the Workplace: Harassment and Violence**  
**Approved by Council on: March 4, 2020 DRAFT**

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**1. POLICY STATEMENT:**

The Corporation of the Township of Southgate is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the goal of the Township of Southgate to provide a healthy and safe work environment that is free from any form of harassment or violence.

**2. SCOPE:**

This policy applies to all employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- The “workplace”, which is defined by the Ontario Health and Safety Act as “any land, premises, location or thing at, upon, in or near which a worker works”. If the worker is being paid to be there, then it is considered a workplace. This can include, but is not limited to, buildings, construction sites, vehicles, fields, roads or forests;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In municipally owned or leased facilities;
- During telephone, email, or other communications; and
- At any work related social event.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers.

**3. DEFINITIONS:**

**Discrimination** - includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment. The protected grounds of discrimination under the Ontario Human Rights Code are:

- Race, colour, ancestry, citizenship, ethnic origin, or place of origin
- Creed, religion
- Age
- Sex (including pregnancy and gender identity)
- Sexual orientation
- Family, marital (including same sex partnership) status
- Disability or perceived disability
- A record of offences for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

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**Discriminatory Harassment** - includes comments or conduct based on the protected grounds in the Ontario Human Rights Code (see complete list under "Discrimination"), which the recipient does not welcome or that offends him or her.

**Poisoned Working Environment** - is a working environment that exists when harassing comments or conduct have made it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This environment is said to exist when a person is uncomfortable with behaviour and the behaviour continues even after the person expresses discomfort; or when the others knew or should have known that the comment(s) or conduct were unwelcome. Some examples of actions that can create a poisoned working environment are:

- Displaying offensive or sexual materials such as posters, calendars, web sites, or screen savers or distributing offensive emails or pictures
- Practical jokes that embarrass or insult someone
- Insults or jokes that are offensive, racist or discriminatory in nature.

**Workplace Harassment** - or bullying is defined as engaging in a course of vexatious comment(s) or conduct in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- It is hostile, abusive or inappropriate
- It affects the person's dignity or psychological integrity, and
- It results in a poisoned work environment.

In addition, behaviour that intimidates, isolates, or discriminates against the recipient may also be included. Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule, and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
- Workplace pranks, vandalism, bullying and hazing
- Gossiping and spreading malicious rumours
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace related social gatherings
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- Providing only demeaning or trivial tasks in place of normal job duties
- Humiliating someone
- Sabotaging someone else's work
- Displaying or circulating offensive pictures or materials
- Offensive or intimidating emails or phone calls
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and

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- Making false allegations about someone in memos or other related documents.

**What Is Not Workplace Harassment**

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan.
- Imposing discipline for workplace infractions.
- Implementation of a dress code.
- Workplace inspections.
- Changes in work assignments, scheduling, job assessments, and evaluations
- Requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

**The Test of Harassment**

It does not matter whether you intend to offend someone. **The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person.**

**Workplace Sexual Harassment** - includes engaging in a 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 advances where the person making it 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 the solicitation or advance is unwelcome.

**Workplace Violence** means

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."

It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes but is not limited to:

- Physically threatening behaviour such as shaking a fist at someone or finger pointing.
- Any threats, behaviour or action which is intended to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property

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- Disruptive behaviour that is not appropriate to the work environment (i.e. aggressive behaviour – teasing, bullying, yelling, swearing)
  - Verbal or written threats or notes (this includes emails)

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

**Domestic Violence** - is a pattern of behaviour used by one person to gain power or control over another with whom he/she has an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control. Domestic violence is considered to be workplace violence if a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former intimate partner or family member physically harms or attempts or threatens to physically harm a worker at work.

#### **4. CONFIDENTIALITY OF COMPLAINTS AND INVESTIGATIONS**

We recognize the sensitive nature of harassment, sexual harassment and violence complaints will remain confidential and will not be disclosed unless disclosure is necessary for investigation, taking corrective action or when required by law.

#### **5. EMPLOYEE RIGHTS**

- a. In the event of workplace harassment, workplace sexual harassment or violence the Township encourages its employees to report the incident in accordance with this policy section 5, 6B and section 7;
- b. Employees have the right to report incidents to the CAO or Southgate's Human Resources staff person;
- c. Employees have the rights to report incidents of workplace harassment to a person other than the employer or supervisor if the employer or supervisor is the alleged harasser;
- d. The employee always retains the right to inform the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040, Ontario Human Rights Commission or the police of the incident. The employee may also report any lack of satisfaction with the employer's investigation and/or actions in writing to the clerk for presentation to Southgate Council in Closed Session.

#### **6. PREVENTING HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE**

It is our mutual responsibility to ensure that we create and maintain a harassment, sexual harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).

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The Township of Southgate will do its part by not tolerating or condoning discrimination, harassment, sexual harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

**A. Duties of Supervisors**

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the CAO or Southgate's Human Resources staff person, to receive a complaint(s) of workplace harassment, workplace sexual harassment or violence, or witness or become aware of harassing, sexual or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating an employee's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- Whether the personal history of violence was associated with the workplace or work
- Whether the history of violence was directed at a particular employee or employees in general
- How long ago the incidence of violence occurred

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

**B. Duties of all Employees**

Employees must do their part to ensure their behaviour does not violate this policy, and that they encourage a work environment that is based on respect and that is free from harassment.

All employees are also required to report to their supervisor, CAO or Southgate's Human Resources staff person of any workplace **harassment**, violence, or threat of workplace violence.

**7. PROCEDURES FOR RESOLVING AND INVESTIGATING HARASSMENT COMPLAINTS**

**A. Informal Procedure**

If you believe that you are being harassed or sexual harassed, the **first thing to do is tell the person to stop**. Do so as soon as you receive any unwelcome

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comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. Some of the things you can say that might stop the behaviour include:

- I don't want you to do that
- Please stop doing or saying that
- It makes me uncomfortable when you...
- I don't find it funny when you...

If the harassment continues after you have confronted the individual, you may want to **provide him or her with a written statement of the situation**.

Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop (e.g. filing a formal complaint). Make sure you keep a copy of this statement for yourself.

It helps to **keep a record of any incident(s) that you experience**. This includes when the harassment started, what happened, whether there were any witnesses and your response.

If you believe that someone who is not an employee of the Township of Southgate, e.g. a customer, supplier, etc. has harassed or discriminated against you, please report the harassment to your supervisor, CAO or Southgate's Human Resources staff person. Although the Township of Southgate has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

## **B. Formal Procedure**

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the CAO or Southgate's Human Resources staff person. **The complaint shall be recorded in writing using Schedule A – Workplace Respect Complaint Form.**

The CAO or Southgate's Human Resources staff person will act as the workplace coordinator(s) with respect to harassment, sexual harassment and violence in the workplace. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the employee can contact the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040.

If you bring a formal complaint you will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. You **may must** use the Workplace Respect Complaint Form found in **Schedule A**. It is important that we receive your complaint as soon as possible so that the problem does not escalate or happen again. Once we receive your complaint, we will **determine if an investigation will be conducted and you will be notified with**



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Schedule B of our decision to investigate. We will then initiate an investigation as per Section C, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is our policy not to investigate anonymous complaints unless there are extenuating circumstances.

**C. Investigation Procedure**

The CAO will take the lead role on the investigation and keep council informed. The CAO, Southgate's Human Resources staff person and/or Council will commence an investigation as quickly as possible or may choose to use a Human Resources Consultant, depending on the nature of the complaint. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the investigation will be done by the Township Human Resources Consultant Ward and Uptigrove H & R Consulting.

The investigation will include:

- Notification of the decision to investigate will be completed to the complainant using Schedule B and the alleged harasser using Schedule C.
- Interview the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations. This information will be recorded using Schedule D – Investigation Form.
- Interview witnesses, if any. This information will be recorded using Schedule D – Investigation Form.
- Review any related documentation; and
- Make detailed notes of the investigation using Schedule D – Investigation Form and additional documents if necessary and maintain them in a confidential file.

Once the investigation is complete the investigator(s) will prepare a detailed report of the findings, a summary of which will be provided to the complainant and the respondent using Schedule E – Summary of Investigation. None of the information regarding the investigation will be disclosed unless the disclosure is necessary for investigating, taking corrective action or by law.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

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**D. Corrective Action**

The CAO, Southgate's Human Resources staff person and/or Council and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

The CAO, Southgate's Human Resources ~~Coordinator and/or Council~~ and/or Township Human Resources Consultant will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary. **This will be done using Schedule E – Letter of Summary of Investigation.**

If a finding of workplace harassment is made, the Township of Southgate will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

## **8. PROCEDURE FOR RESOLVING AND INVESTIGATING WORKPLACE VIOLENCE**

### **A. Emergency Action Plan Procedures**

Employees who experience physical threats or physical assault in a face to face environment are to remove themselves from harm's way as soon as it is safe to do so, and should not attempt to do anything that would further provoke the threatening individual. Once safe, the employee(s) should notify their supervisor, and/or the police or ambulance at 911 as necessary.



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All Township of Southgate phones have emergency numbers, including the 911 location address for that specific location on them. All Township of Southgate buildings have emergency exits marked, and have building layouts with exits noted located at the main doors.

All vehicles owned by the Township of Southgate are equipped with radios, which enable vehicle operators to remain in contact with their co-workers and/or supervisor at all times. As well department supervisors have cell phones which should be used to obtain assistance in emergency situations, either by contacting the Administration office or by directly contacting the police, fire or ambulance through 911 as needed.

### **B. Work Refusal**

The employee has the right to refuse work if workplace violence is likely to endanger him/her. In that instance, the employee must immediately contact his/her supervisor at which point appropriate measures will be taken to protect the employee and investigate the situation (see [Schedule F](#) – Employer's Report of Safety-Related Refusal to Work). The employee will be moved to a safe place as near as reasonably possible to his/her normal work station and will need to be available for the purposes of investigating the incident. In some circumstances he/she may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as suitable to assist, intervene, or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.
- Emergency telephone numbers and/or email addresses
- Referral to appropriate assistance organizations (e.g. victim services, employee assistance programs, or Southgate's Human Resources Consultant)

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

### **C. Investigation Procedure**

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor, CAO, and/or Southgate's Human Resources staff person and/or Township Human Resources Consultant. You may use Workplace Respect Complaint Form found in [Schedule A](#).

The CAO or Southgate's Human Resources and/or Township Human Resources Consultant staff person will commence a review as quickly as possible or we may choose to use an external investigator, depending on the nature of the incident.

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The investigation will include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- Reviewing any related documentation; and
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and file the report in the employee(s) confidential personal file.

**D. Corrective Action**

The CAO or Southgate's Human Resources staff person and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made the Township of Southgate will take appropriate measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

**9. PROCEDURES FOR ADDRESSING DOMESTIC VIOLENCE**

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the CAO or Southgate's Human Resources staff person. The CAO or Southgate's Human Resources staff person will assist in preventing and responding to the situation.

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If an employee is experiencing domestic violence that would likely expose him/her, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect that employee and his/her co-workers in these circumstances. This may include some or all of the following:

- Creating a safety plan;
- Contacting the police;
- Establishing enhanced safety measures such as a panic button, code words, and door and access security measures;
- Screening calls and blocking certain email addresses;
- Setting up priority parking or providing escorts to vehicles;
- Adjusting working hours and location to prevent predictability; and
- Assisting with access to counselling.

We appreciate the sensitivity of these issues and will do our best to provide assistance as discreetly as possible while maintaining privacy.

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**SCHEDULE A**  
**Workplace Respect Formal Complaint Form**



**SECTION A - HARASSMENT**

I \_\_\_\_\_ (*name of complainant*), working for the  
Township of Southgate, have reasonable grounds to believe that  
\_\_\_\_\_ (*name of respondent*), working for  
\_\_\_\_\_, has harassed or sexually harassed me **or**  
**someone else** on the basis of the following prohibited grounds of discrimination:

race	[ ]	ancestry	[ ]
place of origin	[ ]	colour	[ ]
ethnic origin	[ ]	citizenship	[ ]
creed	[ ]	sex	[ ]
sexual orientation	[ ]	age	[ ]
record of offences	[ ]	marital status	[ ]
family status	[ ]	handicap	[ ]

The particulars are as follows: (*continue on next page, if required*)

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**DATED AT** \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(*Complainant's or advisor's signature*)

**PART 2 AUTHORIZATION**

I \_\_\_\_\_ (*name of complainant*) hereby authorize  
the advisor \_\_\_\_\_ to meet with \_\_\_\_\_  
(*name of respondent*) with a view to achieving a satisfactory resolution.

**DATED AT** \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(*Complainant's signature*)

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**SCHEDULE A**  
**Workplace Respect Complaint Form**

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**SECTION B - VIOLENCE**

I \_\_\_\_\_ (*name of complainant*), working for the Township of Southgate, have reasonable grounds to believe that the following incident of violence has taken place:

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

Time: \_\_\_\_\_

Persons Involved:

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Details:

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**DATED AT** \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(*Complainant's or advisor's signature*)

*Follow up Investigation Details by Investigating Officer:*

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**The complainant should sign two originals: one original to remain with the complainant, one to be forwarded to the CAO or Southgate's Human Resources staff person.**

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**SCHEDULE B**  
**Letter of Decision of Investigation**

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<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation Decision

This letter is to inform you that we have received your complaint dated <date> regarding <nature of complaint>.

After further review, it has been decided that the Township will/will not be conducting a full investigation in these matters.

<Details of why not conducting>

OR

*(if conducting an investigation)*

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any further information you might have regarding the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual *(unless extenuating circumstances, then this section will be amended)*.

Regards,

<Name>



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**SCHEDULE C**  
**Letter to Inform of Complaint Investigation**

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<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation

This letter is to inform you that the Township of Southgate has made the decision that it is necessary to conduct an investigation concerning your actions <list employee actions>.

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings and may be asked to attend a disciplinary hearing.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any information you might have in regard to the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual (*unless a suspension is necessary, then this section will be amended*).

Regards,

<Name>

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**SCHEDULE D**  
**Investigation Report**



Investigation Number: \_\_\_\_\_  
Name of Investigator: \_\_\_\_\_  
Start Date of Investigation: \_\_\_\_\_  
End Date of Investigation: \_\_\_\_\_

**A. Background Information:**

1. Name of person, position and department who reported workplace harassment: \_\_\_\_\_

2. If not the same person as above, name of person, position and department who allegedly experienced workplace harassment: \_\_\_\_\_

3. Date complaint/concern raised and how: \_\_\_\_\_

4. Name of respondent(s) (alleged harasser); Position and Department: If not a worker, provide details: \_\_\_\_\_

**B. Details of Concerns/Workplace Harassment Allegations** (Attach more pages if necessary): When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident: \_\_\_\_\_  
Details of first incident: \_\_\_\_\_

Date of last incident: \_\_\_\_\_  
Details of last incident: \_\_\_\_\_

Other dates and details of other incident(s): \_\_\_\_\_

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**SCHEDULE D**  
**Investigation Report**



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**C. Alleged Harasser(s) Response:** (The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. Attach more pages if necessary)

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**D. Interview Relevant Witnesses** (Attach more pages if necessary): List witnesses. Interview relevant witnesses and make notes.

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**E. Collected documentation** (Attach more pages if necessary): List the documents collected for the investigation and how or from whom they were obtained.

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**F. Investigation Result(s)** (Attach more pages if necessary): The investigator's summary report should set out who was interviewed, what evidence was obtained, a root cause analysis and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

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Recommended Next Steps:

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**TOWNSHIP OF SOUTHGATE**  
**Policy #33B Occupational Health & Safety Policy**  
**Respect in the Workplace: Harassment and Violence**  
**SCHEDULE D**  
**Investigation Report**



**G: Corrective Actions** (Attach more pages if necessary): List the corrective actions to be completed, timelines and person responsible:

Corrective Action	Date to Complete By	Person Responsible

**H: Notifications** Sign off that the appropriate people have been notified:

Person to Notify	Notification Of	Date of Notification	Sign Off
Complainant	Investigation Notification		
Respondent	Investigation Notification		
Complainant	Investigation Outcomes & Corrective Actions		
Respondent	Investigation Outcomes & Corrective Actions		

**I: Sign off Completed Investigation**

I \_\_\_\_\_ confirm that a full investigation has been completed and is now considered closed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Page 3 of 3

**TOWNSHIP OF SOUTHGATE**  
**Policy #33B Occupational Health & Safety Policy**  
**Respect in the Workplace: Harassment and Violence**  
**SCHEDULE E**  
**Letter of Summary of Investigation**

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<Date>

Private & Confidential

To <Employee Name>

Re: Outcome of Complaint Investigation

We are writing to let you know the outcome of our investigation into the complaint involving you which we received on <date of complaint>. The investigation of has been completed as of <completion date>.

After meeting with the complainant, the respondent and certain witnesses, we reviewed all information and documents gathered in the investigation and have concluded that the complaint is <substantiated, unsubstantiated or inconclusive>.

*(include if the complaint is substantiated):*

As a result, we will be taking steps to make sure that such a complaint does not happen again in the future. For reasons of confidentiality, we cannot tell you all steps that we will be taking but some of these steps include: <details>.

If you have any questions or concerns about our investigation or its outcome, please let us know by contacting <contact information>.

Sincerely,

<Name>

**TOWNSHIP OF SOUTHGATE**  
**Policy #33B Occupational Health & Safety Policy**  
**Respect in the Workplace: Harassment and Violence**  
**SCHEDULE F**  
**Employer's Report of Safety-Related Refusal to Work**



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**Name and position of employee(s):**

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(attach separate list as appropriate)

**Date and Time Reported:** \_\_\_\_\_

**Reasons reported for refusal** (include full details of nature of alleged hazard and when first noticed; attach statements of supervisor and workers): \_\_\_\_\_

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**Name of Supervisor receiving report:** \_\_\_\_\_

**Name of JH&S worker representative called** (or reason for non-availability):

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**First-stage investigation results** (include full details of conditions observed, concerns noted and steps taken to remedy):

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**Date & Time second-stage refusal reported:** \_\_\_\_\_

**Reasons reported for second-stage refusal (full details):**

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Supervisor Signature

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Date

Original report to be forwarded to Joint Health & Safety Committee