

## APPENDIX B: OVERVIEW OF WORKPLACE HARASSMENT INVESTIGATION

The following is a simplified summary of the main steps in a workplace harassment investigation.

### Pre-Complaint & Informal Resolution

The Complainant and Respondent attempt to resolve the Complainant's concerns together.



### Formal Complaint & Threshold Assessment

The Complainant submits a Formal Complaint of the alleged Harassment, should there be no informal resolution achieved. A Threshold Assessment is conducted and if it meets the threshold, an investigation begins.



### Investigation Meetings

The Investigator collects information from the Complainant, Witnesses, and Respondent. Individuals being interviewed can have support from their union or association should they wish.



### Investigation Conclusion and Decision

The Investigator reviews all the evidence and determines if the Workplace Harassment Complaint is founded. The Employer reviews the outcome with the Complainant and the Respondent.



### Resolution

Should Workplace Harassment be founded, the Employer takes appropriate corrective action as necessary.

**Complainant** - the person who was harmed by the alleged Harassment.

**Respondent** - the employee who allegedly engaged in Harassment.

**Investigator** - the person who determines if the Respondent engaged in Harassment.

**Witness** - a person who has information about the alleged Harassment.