

Policy Title:	WORKPLACE HARASSMENT POLICY	Area of Responsibility:
Policy Section:	HUMAN RESOURCES	SENIOR VICE PRESIDENT, HUMAN RESOURCES & FACILITIES SERVICES
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5.15 Workplace Harassment Policy

5.15.1 Introduction/Purpose/Scope

St. Clair College is a community of diverse races, creeds, cultures, and social affiliations. We are committed to promoting and supporting a workplace and learning environment where everyone can work and study together in an atmosphere free of harassing or demeaning treatment in which all individuals are treated with respect and dignity. We value each member of our community for her or his individual and unique talents and applaud all efforts to enhance the quality of our lives. We recognize that each individual's effort is vital to achieving the goals of St. Clair College. We strive to maintain a climate of mutual respect.

This Policy informs every one of the standards for a respectful work/learning place that we strive for. Furthermore, it outlines inappropriate behaviours and commits the College to actively prevent such situations from occurring.

St. Clair College recognizes that conflicts, disagreements and inappropriate behaviours may occur from time to time. It is our goal through this policy and other efforts, to establish and maintain a problem-solving approach to resolving conflict between members of our community. Whenever a conflict arises, our first approach is to seek to address the issues directly with the person involved. Where that is not possible, College employees are expected to seek appropriate assistance from their manager. This will include dialoguing and working with campus organizations, including our unions, to help prevent and, where necessary, resolve allegations of harassment, discrimination or other forms of inappropriate conduct.

In the event that harassment of any type is alleged, every effort will be made to work with the people involved to find a fair and timely resolution of the matter. It is recognized that the most effective way to deal with harassment is through preventive action, including informing, educating, the establishment of accountability requirements and good management.

Everyone at St. Clair College is expected to practice basic principles of mutual respect by:

- Behaving in ways that show respect toward others.
- Valuing each other's work and roles.
- Developing relationships built on trust.
- Promoting a climate that is fair, supportive, and responsive.
- Creating a welcoming environment through our words, actions, and physical surroundings.
- Encouraging open and honest communication.
- Celebrating our differences by living and reinforcing the College's values through our own actions.

Where an employee has a complaint of discrimination, please refer to the Anti-Racism/Anti-Hate/Anti-Discrimination Policy.

5.15.2 THE STRUCTURE OF THE RESPECTFUL WORK POLICY

5.15.2 Organization of the Policy

This document provides policies and procedures for addressing issues of respect for individuals at St. Clair College and in particular, misconduct such as personal harassment and bullying, and those situations that fall within the *Occupational Health and Safety Act* (the “Act”), which are contrary to our values and prohibited pursuant to this policy. For complaints of discrimination that fall within the scope of the *Human Rights Code*, please refer to the Anti-Racism/Anti-Hate/Anti-Discrimination Policy.

5.15.3 College Responsibility – The Code

The College recognizes its responsibility, in accordance with the Code and the Act, to ensure that every person in its community is protected from unlawful harassment. The College is committed and equipped with the necessary knowledge and skills to deal quickly, fairly and effectively with harassment should it take place.

5.15.3.1 Policy Application — Where?

The College will not tolerate harassment in its employment, educational or business dealings, whether these actions take place on its premises or during College activities off campus.

For those incidents taking place off campus, there must be the potential for an adverse impact on work or the creation of a negative environment. For example, such activities as a field trip, a social event or a meeting taking place under the auspices of the College and held off the campus are covered by this policy.

5.15.3.2 Policy Application — Who?

The policy applies to all member of the College community, which is defined as employees, Board of Governors members, members of committees, societies or associations established or recognized by the College, and volunteers. It does not include students. Where a student is also an employee, this policy will apply when the student experiences a matter related to this policy during the course of his or her employment.

Note: Any matter related to this policy involving students shall be dealt with in accordance with the process outlined in the Code of Student Rights and Responsibilities, Sexual Misconduct Policy or Sexual Violence Prevention and Reporting Policy, as applicable.

5.15.3.3 Shared Responsibility

All members of the College community share responsibility for creating and maintaining a working and learning environment free from harassment and are expected to be champions of respectful behaviour as part of their duties.

5.15.3.4 Management Responsibility

An Administrator (such as a Chair, Director, Manager or Supervisor*) who has the authority to prevent or discourage harassment may be held responsible for failing to do so. All Administrators therefore have a particular duty to deal with such incidents when they ought reasonably to know that there is an issue to address. This duty includes the obligation to be familiar with and uphold this policy and its procedures.

* In the case of academic institutions, faculty and technologists are in a position of authority and are considered to have the same responsibility to prevent or discourage harassment.

5.15.3.5 Properly Discharged Supervision

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Performance appraisals, counselling, discipline and the proper enforcement

of high standards, provided that such standards are not arbitrary and are applied in a non-discriminatory manner, are not contrary to this Policy.

5.15.3.6 Fairness for All

The College recognizes its obligation to ensure that this policy and the procedures are fair and applied fairly. Complainants should feel free to bring their complaints forward and those against whom allegations are made should have a full and fair opportunity to respond to those allegations.

5.15.3.7 Sanction/Redress

- a) To the extent possible, where a formal complaint is substantiated, the College's objective is to restore complainants to the position they would have been in had the inappropriate behaviour not occurred and to have respondents recognize the inappropriateness of and need to change their behaviour. A substantiated act of harassment may be cause for disciplinary action by the College, up to and including the possibility of discharge in the case of an employee and other appropriate actions for those who are not employees.
- b) Sanctions imposed will be applied with an understanding of the seriousness of the misconduct and follow the general principles of corrective discipline. In the case of a representative of an organization with a contractual relationship with the College, the action taken may include suspension or termination of that relationship.

5.15.3.8 Trivial, Frivolous, Vexatious or Made in Bad Faith Complaints

Complaints which are trivial, frivolous, vexatious or made in bad faith shall result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint.

5.15.3.9 Right to Go Elsewhere

This policy provides an opportunity to deal with harassment issues quickly and fairly. All members of the College community are encouraged to follow these policies and procedures. At the same time nothing in the policy is intended to prevent a complainant from using an alternate procedure, such as pursuant to a collective agreement, the Code, the Act or any other form of legal action.

5.15.3.10 Preventing Harassment — Education

While this policy provides a resolution-oriented process for receiving and investigating complaints, its primary purpose is to prevent harassment from taking place at St. Clair College. To this end, the College is committed to ensuring that each member of the College community is made aware of the policy through an ongoing programme of information dissemination and training.

5.15.3.11 Protection from Reprisal

In order to protect individuals who make use of this policy or participate in proceedings as part of the complaint procedure, the College prohibits reprisal or threat of reprisal against these individuals. Any person who is found to have engaged in, or threatened reprisal shall be penalized.

5.15.3.12 Special Initiatives

The College may, from time-to-time, implement a special initiative designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity.

The protections from harassment defined in this policy are not infringed if such an initiative is implemented.

5.15.3.13 Employee Assistance Program (EAP)

The College recognizes that employees are their most valuable resource and support the confidential access of support services. The Employee Assistance Program is a voluntary, confidential, short-term counselling, advisory and information service for employees and their eligible family members. The service is available 24 hours/day, 365 days/year.

Family Services Employee Assistance Program (FSEAP) 1.844.720.1212

SECTION A – WORKPLACE HARASSMENT POLICY

5.15.A WORKPLACE HARASSMENT

5.15.A.1 The College recognizes that personal harassment and bullying are harmful and destructive behaviours in the workplace. The College believes that all members of our community should be protected from such behaviour through a process of prevention and appropriate responses.

Any action or failure to act that results in workplace harassment will not be tolerated by St. Clair College.

5.15.A.2 While this policy suggests a variety of methods for resolving interpersonal conflict in our community, its purpose is not to diminish the fundamental responsibility of those covered by the Policy to attempt to resolve these problems by communicating with the other person involved and/or a supervisor. Most often situations of disrespectful behaviour can be resolved by communicating directly in an open and respectful manner to the other person.

In most situations in the workplace involving personal harassment, Administrators are **expected to take responsible and appropriate action**. Where the behaviour is judged to be excessive, or there are difficulties resolving the issue at this stage, the manager or supervisor should contact the Policy Coordinator to discuss the situation and to determine the appropriate steps to take. In certain situations of excessive behaviour, the steps outlined in the Procedures, below, including the filing of a formal complaint, may be followed to address the problem.

DEFINITIONS

5.15.A.3 Workplace harassment is defined as:

- a) Engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome.
- b) Workplace sexual harassment.

5.15.A.4 Sexual Harassment is defined as:

- a) 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

- b) 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.

Sexual harassment is also governed by the *Human Rights Code*. It is defined as one or a series of comments or conduct of a gender-related or sexual nature that is known or ought reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate.

Members of the St. Clair College community have the right to be free from sexual harassment in any form, and specifically from:

1. Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome,
2. Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to grant, confer, or deny a benefit or advancement.
3. Requests or demands for sexual favours which include, or strongly imply, promises of rewards for complying (e.g., job advancement opportunities) and/or threats of punishment for refusal (e.g., denial of job advancement or opportunities).

Forms of workplace harassment include such behaviours as:

- a. Ongoing ridiculing, taunting, belittling or humiliating another person.
- b. Assignments of work or benefits that result in belittling or humiliation.
- c. Ongoing derogatory name-calling.
- d. Purposeful exclusion from group activities.
- e. Continually soliciting a date from a fellow worker when the worker has already declined.
- f. Engaging in crude sexual jokes or gestures in the presence of other workers.
- g. Posting sexually suggestive material in lockers, office or work locations.
- h. Repeated negative attacks on an employee's personal or professional performance.
- i. Excessive criticism in the presence of others.
- j. Withholding information with the impact of affecting an employee's ability to do their job.
- k. Spreading malicious rumours or making malicious allegations on a repeated basis.

5.15.A.5 Legitimate and constructive criticism of an employee's performance or behaviour at work is not workplace harassment. An occasional raised voice or argument is also not considered workplace harassment. Personal workplace harassment will not be condoned under the guise of strong management, when employees are not treated with dignity and respect.

SECTION B – THE COMPLAINT PROCEDURE

5.15.3 General Guidelines

All information, including identifying information, gathered under this policy will remain confidential unless required for the investigation or any action taken as a result of the complaint or where required by law (OHSA 1990 32.06).

It is expected that all members of the College community will actively support the principles of the Code, the Act and this policy. The complaint procedure provided below is intended for use by College employees only.

5.15.3.1 Formal Mediation

If the informal approaches to resolving a conflict of this type are not successful or not feasible, formal mediation may be considered. Either party may request that mediation be instituted to assist the resolution of the complaint at any point in the process. If the other party is agreeable, and if mediation is assessed by the Policy Coordinator as a viable step to help resolve the conflict, the College will arrange for an independent mediator to conduct the mediation.

5.15.3.2 One Year Limitation

All complaints must be initiated within one year of the incident occurring or in the case of a pattern of behaviour, within one year of the last incident. In extenuating circumstances, a complaint filed beyond the one-year limitation may be considered at the sole discretion of the College.

5.15.3.3 Confirmation of resolution

The resolution of all complaints, where the Policy Coordinator has had a role in the process, will be noted by the College through written correspondence to both parties, including any corrective action that has been issued or that will be issued as a result of an investigation. A copy of this correspondence will be retained in confidence by the Policy Coordinator except in the case of a disciplinary decision. In that instance, a copy of the correspondence relating to the decision shall be placed in the respondent's personnel file.

When either a formal or informal complaint is resolved between the parties rather than a final decision being rendered through the formal investigation process, the College considers that the matter neither has been withdrawn by the complainant nor has there been a finding against the respondent. This allows the complaint process to be reinstated if there is a recurrence of the behaviour as well as prevents the settlement from being interpreted as meaning that the respondent has engaged in harassment.

5.15.3.4 Grievance Procedures

While unionized employees may have a procedure available to them under their collective agreement to bring a grievance forward in certain cases of harassment, they are encouraged to use this Policy prior to using the grievance procedures. This Policy recognizes the commitment of both management and the union to work cooperatively to address these issues.

5.15.3.5 Alternate Procedures

If a complainant using this policy chooses to use an alternate procedure, such as the Ontario Human Rights Tribunal, the Ministry of Labour or a grievance under a collective agreement, the College may decide to either terminate or suspend this procedure.

5.15.3.6 Complainant Withdrawal

A complainant has the right to withdraw a complaint at any stage in this process. However, the College may continue to act on the issue identified in the complaint in order to comply with its legal obligations and/or if the respondent has a history of previous complaints.

5.15.3.7 Personal Advocates or Advisors

Any person involved in the complaint resolution process at any stage, may seek assistance, be represented and/or be accompanied by another person of his/her choice during all proceedings. When a personal advisor attends or represents a party to a complaint, that party must advise a policy official (eg. First Stage Advisor (see below) and/or Policy Coordinator) in advance of the advisor taking that role. Employees may be assisted by a union representative. Should the representative be legal counsel, the College may engage a similar representative.

Safety: When the College determines that the safety of an individual or the community is at risk, it will act to the best of its ability to address this situation. This may mean, for the purposes of safety, the procedures outlined in this policy, including confidentiality, will be set aside.

5.15.3.8 Time Frames

Any of the time frames for the steps outlined below may be extended either upon the initiative of the Policy Coordinator or upon mutual agreement of the parties and approval of the Policy Coordinator.

5.15.3.9 Responsibilities for the Policy Process

1. The College appoints the Human Resources Service Manager as the Policy Coordinator to facilitate the administration of the policy process, including gathering statistics on the use of this policy and to identify trends, repetitive nature of complaints or respondents. Facts of this nature will assist the College in developing proactive approaches to reducing the frequency and seriousness of complaints.
2. The first contact for all inquiries, assistance or filing of complaints under this policy is anyone in the position of Administrator of a department. Chairs, Directors, Managers and Supervisors will usually act as First Stage Advisors. If the complaint is alleged against the individual's Manager, the complainant may use the Policy Coordinator as First Stage Advisor, or another Administrator. If the complaint is alleged against the Policy Coordinator, the individual may use the Senior Vice President, Human Resources & Facilities Services as a First Stage Advisor.
3. If the complaint is alleged against the President of the College, the individual may use the Chair of the Board of Governors as the First Stage Advisor.
4. Where a matter is brought to the College's attention without a formal complaint, but the substance of which, if substantiated, would constitute a violation of this policy, the College will initiate an investigation on its own initiative.
5. When required, mediators will be appointed by the College. In most cases, these individuals will be drawn from outside the St. Clair College community. Upon the parties in a complaint agreeing to mediation, the mediator will organize and facilitate a process to assist in the resolution of the issues in the complaint.
6. The investigation function, undertaken during the formal complaint process, will be carried out by an independent investigator (External Investigator) appointed by the College. In most cases, this individual will come from outside of St. Clair College. The College will use its discretion to determine if the complaint will be investigated internally by the College (Internal Investigator). The Internal Investigator will be an independent party not associated with either the complainant or respondent.
7. The final decision regarding a finding of harassment or of jurisdiction will be made by the President of St. Clair College. In the case of an allegation against the President, the Chair of the Board of Governors will make the final decision.

5.15.4 Stages of the Complaint Process

The focus of these procedures is to assist people involved in a situation they believe is harassment to find a resolution to the conflict. This is best achieved through the informal process (Stage 1) noted below. However, where this is not possible, the matter may proceed formally (Stage 2).

5.15.4.1 Stage 1 – Informal

5.15.4.1.1 Complainant Responsibility

Recognizing that it is in the best interests of all parties to resolve complaints, a person who has a complaint under this policy should, when possible, discuss the complaint with the person whose action gave rise to the complaint. If the complainant feels unable to do so, they should see a First Stage Advisor.

5.15.4.2 Stage 1 – First Stage Advisors

5.15.4.2.1 Roles, Actions

It is expected that, similar to human resources issues, the first contact for inquiries or assistance under this policy is anyone in the position of Chair, Director, Manager or Supervisor. In this role, Administrators must be prepared to assist the person with the problem by providing advice and problem-solving assistance. This requires the Administrator to be knowledgeable about this policy and the process used to resolve issues that arise under it.

Some of the actions that might be considered by an Administrator are: giving advice to the complainant about what action they might take, meeting with both parties to discuss the problem, meeting with the respondent party to discuss how the matter might be resolved, or any other approach, agreeable to the complainant, that could assist in the resolution of the issues in dispute.

At the very least, Administrators should be able to recognize a potential problem and know where to get assistance in the College.

First Stage Advisors must maintain comprehensive notes of their interactions with anyone involved in the policy process. These notes should include any information gathered as well as actions being taken. These notes may be used if the informal resolution process fails, and the complainant wishes to proceed to a formal written complaint.

Where the complainant does not want or is unable to bring the matter directly to the attention of the respondent or where such an approach is attempted and does not produce a satisfactory result, the complainant should contact a First Stage Advisor.

5.15.4.2.2 Information for Complainant

In a situation where the complainant fears for his/her safety, the College will work with the complainant to establish a safety plan for them while on campus, as appropriate. Safety and Security will be involved in the implementation and creation of Safety Plans.

While the primary role of the First Stage Advisor is to assist in the resolution of workplace harassment conflicts, it is important that the complainant receive the following information regarding the policy and procedure, including:

- The right to file a formal written complaint.
- The availability of EAP services.
- That if the complainant believes that his or her safety is at risk or threatened by the respondent, this should be noted and the police should be contacted, if necessary.
- The right to have an advisor or representative.
- The understanding that the College has the discretion to pursue an investigation to comply with all legal obligations even if the complainant withdraws from the process.
- The right to use other avenues of recourse, including the grievance process.
- There is a one-year time limit to file a complaint under this policy.
- The options available to address a complaint, including alternative dispute resolution.
- The penalties and redress that are available under this policy, including the possibility of penalties against a complainant if the complaint is found to be trivial, without merit, frivolous, vexatious or made in bad faith.
- The confidentiality of the process.

5.15.4.2.3 Information from Complainant

The complainant is asked to provide the First Stage Advisor with the following information:

- The name and department of the respondent, if applicable.

- The nature of the complaint.
- The time and date of the complaint.
- The names of any witnesses to the event(s) of the complaint.
- The section of the policy that the complainant feels has been contravened by the respondent.
- The solution suggested to resolve the complaint.

5.15.4.2.4 Policy Jurisdiction Decision

The First Stage Advisor will provide advice to the complainant regarding whether it seems, on the face of the information provided, that the complaint falls within the jurisdiction of the policy. In the case that the First Stage Advisor advises that the complaint does not seem to fall under the policy, the complainant may still proceed to the formal complaint stage.

5.15.4.2.5 Alternate Resolution

The First Stage Advisor will also provide advice to the complainant whether, on the basis of the information provided, an alternative dispute resolution mechanism is in order. If the complainant is agreeable, and the respondent is also willing to take part, such a mechanism will be put in place. In a situation where formal mediation is required, the First Stage Advisor will consult with the Policy Coordinator to arrange the appointment of the mediator.

5.15.4.3 Stage 2 - Formal Written Complaint/Investigation

5.15.4.3.1 Formal Written Complaint

Failing resolution of the complaint, the complainant may submit a formal complaint in writing. The formal complaint must be submitted to the Policy Coordinator on the policy complaint form.

5.15.4.3.2 Receipt of Formal Complaint

On receiving a written complaint, or when the College decides to pursue the matter to meet its legislative obligations, the Policy Coordinator shall, within five business days:

- (a) acknowledge receipt of the complaint in writing, informing the complainant whether, on a matter of jurisdiction, the complaint will be pursued under this policy, and, if not, the reasons for not pursuing the complaint.
- (b) If it has been determined that the complaint will be pursued under this policy, inform the respondent in writing of the complaint, providing a copy of the complaint, or listing of the allegations, and giving the respondent an opportunity to respond to the allegations within ten business days. The Policy Coordinator must provide the respondent with a copy of this policy as well as inform the respondent of his/her rights and responsibilities under the policy, including the right to have a representative and the importance of confidentiality.

5.15.4.3.3 Response to Complainant

If the complaint is not dismissed, upon receipt of the respondent's response to the complaint, the Policy Coordinator shall disclose such information back to the complainant within five business days of its receipt.

5.15.4.3.4 Meetings with Parties

Within ten business days of the complainant receiving the response of the respondent, the Policy Coordinator may meet separately with the complainant and the respondent to clarify the details of their submissions and to identify the steps that have been taken to attempt to resolve the matter. If appropriate, the Policy Coordinator may ask a First Stage Advisor to assist in the resolution of the complaint at this point.

5.15.4.3.5 Independent Investigation

If, after the clarification of the submissions from the parties, the matter has not been resolved, the Policy Coordinator shall facilitate the appointment of an External Investigator or Internal Investigator. The investigation shall commence within ten business days of this appointment.

The Investigator may:

1. Interview the complainant and the respondent(s),
2. Interview witnesses suggested by the parties,
3. Interview other witnesses who may provide useful information for the investigation,
4. Gather evidence using legally permissible means,
5. Submit, within thirty calendar days from the beginning of the investigation, a written report of the findings of the investigation to the Policy Coordinator. Depending on the complexity of the investigation and the availability of the parties and witnesses for interviews, this timeline may be extended.

5.15.4.4 Stage 3 - Investigation Report/Decision Making Meeting

5.15.4.4.1 Upon Receipt of Investigative Report

The Policy Coordinator shall provide the Senior Vice President, Human Resources & Facilities Services with a copy of the investigative report. The Senior Vice President, Human Resources & Facilities Services shall then:

- (a) Determine that there has been no finding of harassment; or
- (b) Determine that there is insufficient or a lack of credible evidence to substantiate that harassment occurred; or
- (c) Determine that there has been a finding(s) of harassment. If there is a finding under this policy, the investigative report will be forwarded to the President for a final decision.

This analysis shall be assessed on a balance of probabilities (i.e. it is more likely than not that harassment occurred) and shall be completed within five (5) business days. The Senior Vice President, Human Resources & Facilities Services shall then direct the Policy Coordinator to provide the parties with the findings of the investigation in writing forthwith.

If it is determined that the complaint does not fall within the jurisdiction of this policy, the complaint will be dismissed by the College. The parties will be informed of the dismissal at this time.

5.15.4.4.1 Informing all Parties

The final decision will be rendered by the President. All parties (the respondent and the complainant) will be informed by the Policy Coordinator, Senior Vice President, Human Resources & Facilities Services (in the case of a complaint against the Policy Coordinator) or the Chair of the Board of Governors (in the case of a complaint against the President) of the final results of the investigation and the action taken or that will be taken to address the results of the investigation.

5.15.5 Policy Administration

5.15.5.1 Costs

St. Clair College shall be responsible for the costs of the administration of this policy including the costs of any mediation or investigation services. All parties retaining legal or any other assistance shall be solely responsible for the cost incurred.

5.15.5.2 Complaints against Community Partners or Contractors

When a complaint of workplace harassment is made involving a College employee and an employee of a community partner (such as a placement agency or another educational institution) or contractor (such as a delivery or repair service), and informal resolution is either not possible or not successful, the complaint will be investigated jointly by the College and the community partner. Where the complainant is not an employee of the College, the community partner or contractor's policy will apply subject of course to the usual considerations of union representation, where applicable, and due process. Where the complainant is an employee of the College, this policy shall govern.

Where the community partner or contractor refuses to participate in the process, the College may still proceed with an investigation as provided for in this policy and/or take any other steps necessary to ensure the safety of its employees.

For clarity, if a complaint of workplace harassment is made by one contractor against another, neither of whom are employed by the College, the matter shall be handled by the contractors and not the College. If there are findings and/or safety measures put in place as a result of the findings that impact the College, such information will be shared with the College to ensure the safety of all College employees.

5.15.5.3 Confidentiality of Files

Subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, records pertaining to the complaint will be held in strict confidence in files separate from any academic or personnel information. Only records of reprimand or discipline will be placed in an individual's personnel file.

All materials collected in the course of the administration of this policy will be maintained by the Policy Coordinator in a secured file separate from all other College files. Except in extraordinary circumstances, these files are to only be accessible in the course of the administration of this policy.

5.15.5.4 Policy Review

This policy shall be reviewed at least annually. In the case of a significant revision of the Code, Act or other relevant legislation, or as a result of finding that a procedure contained in the policy is either contrary to legal practices or inoperable, the policy will be reviewed and revised when appropriate.

5.15.5.5 Training for the Implementation of the Policy

The roles of the First Stage Advisors and the Policy Coordinator are vital to the successful implementation of this policy.

The College will arrange for the First Stage Advisors and the Policy Coordinator to receive appropriate initial and continuing training, as well as support and assistance for carrying out their responsibilities under this policy.

Complaints of harassment, by their very nature, frequently concern matters about which people will be sensitive, uncomfortable, and embarrassed. A First Stage Advisor must be sensitive to the types of complaints which violate the Policy, as well as the effects of such allegations on the complainant and the person being complained about.

Under this policy, all Chairs, Directors, Managers and Supervisors will act as First Stage Advisors. This will allow for the fact that some complainants may feel uneasy about approaching a particular First Stage Advisor. It also recognizes the fact that First Stage Advisors themselves are not immune from complaints. Finally, it makes it clear that the College expects all Administrators to take a leading role in addressing issues of harassment at the College.

5.15.5.6 Collection of Data/Annual Report

First Stage Advisors must provide the Human Resources Service Manager with detailed information on their activities in this role. Dependent upon the type of contact made, information to be forwarded includes:

- Date of inquiry, number of meetings on the issue, section of policy (issue) dealt with, position and sex of individual making inquiry, position and sex of respondent, resolution of inquiry (actions taken).

The Human Resources Service Manager will gather information collected from First Stage Advisors, Policy Coordinator (in cases where there is an assigned designate) and from investigative and mediation procedures and prepare an annual report for the President regarding the effectiveness of the policy.

COMPLAINT FORM

PAGE ONE (INFORMATION DISCLOSED TO RESPONDENT)

Complainant's Name: _____

Position: _____

Respondent's Name: _____

Address: _____

Telephone (business): _____ **(residence):** _____

Position: _____

Department/Location: _____

In your own words please indicate the details of your complaint under the Workplace Harassment Policy: *If you would like to provide a more detailed description, please attach to this form.* Provide copies of any documentation which may be relevant to the issues of this complaint. List the documents provided.

Please describe any actions that you have taken to try to resolve this matter.

Signature of complainant:

Date:

This document and any attachments to it that you provide in the course of filing a complaint will be held in confidence by St. Clair College. Page one of this complaint form and its attachments will be disclosed to the respondent named in the complaint and to the investigator, adjudicators and mediators appointed to assist with the resolution of this complaint, as outlined in the policy procedures. **Subject to the proviso noted below, privileged information, such as the complainant's requirements to resolve the complaint and list of witnesses, provided on page two of this complaint form will not be disclosed to the respondent without your further consent. Your signature confirms that you have been made aware of and give permission for the above use of this information.**

Information gathered under this policy may be required to be disclosed under the Ontario Human Rights Code, Occupational Health and Safety or other legal proceedings.

COMPLAINT FORM

PAGE 2 (NON-DISCLOSED INFORMATION)

Complainant Information:

Name: _____

Address: _____

Telephone: (business) _____ **(residence)** _____

Email: _____

Department & location: _____

Name of Respondent:

What are you seeking in order to resolve this complaint?

Witnesses to the events of this complaint:

Please identify, in order of importance, anyone that you feel would provide helpful information to assist the investigation of this complaint

Name: _____ **Telephone:** _____

Name: _____ **Telephone:** _____

Name: _____ **Telephone:** _____

Name: _____ **Telephone:** _____

Signature of complainant:

Date:

Complaint received by: _____ Date: _____

PLEASE DATE STAMP UPON RECEIPT

RESPONDENT'S RESPONSE FORM

PAGE ONE – INFORMATION NOT DISCLOSED TO THE COMPLAINANT

Name:	
Address: Street:	
Province/Postal Code:	Email:
Telephone: (business)	Telephone: (residence)
Position held/ work location:	
Witnesses to the events of this complaint: Please identify, in order of importance, anyone that you feel would provide helpful information to assist the investigation of this complaint	
Name: _____ Telephone: _____	
Name: _____ Telephone: _____	
Name: _____ Telephone: _____	
Name: _____ Telephone: _____	
Signature _____ Date: _____	
	Date: _____ PLEASE DATE STAMP UPON RECEIPT

RESPONDENT'S RESPONSE FORM

PAGE WO – INFORMATION DISCLOSED TO COMPLAINANT

Respondent's Name: _____

Position/location:

RESPONSE TO ALLEGATIONS

With reference to the enclosed complaint, provide a detailed response to the allegations. In responding, please refer and respond to each allegation separately. The information that you provide should be as specific as possible with respect to dates, times, places, documents and persons involved.

(You may attach additional pages if there is not enough room on this form.)

Please describe any actions that you have taken to try to resolve this matter:

Provide copies of any documentation which may be relevant to the issues of this case as referred to in the complaint or in your response. Please list the documents provided with comments where applicable.

This document and any attachments to it that you provide in the course of responding to this complaint will be held in confidence by St. Clair College. Page 2 of this form and its attachments will be disclosed to the complainant and to the investigator; adjudicators and mediators appointed to assist with the resolution of this complain as outlined in the policy procedures. **Subject to the proviso noted below, privileged information, such as the list of *witnesses*, provided on page 1 of this form will not be disclosed to the complainant without your further consent. Your signature confirms that you have been made aware of and give permission for the above use of this information.**

Signature: _____ **Date:** _____

Information gathered under this policy may be required to be disclosed under the Ontario Human Rights Code, Occupational Health and Safety Act or other legal proceedings.

**Workplace Harassment Policy
Overview of Complaint Process**

