



**HARASSMENT IN THE WORKPLACE**  
**PROCEDURE FOR THE REPORTING OF COMPLAINTS**

**1.0 General:**

1.1 Any Employee or person representing The Guild who becomes aware of any incident of harassment must attempt to remedy the situation and consult the CEO as required.

1.2 The complaint should be made within 12 months from the date of the most recent incident.

**2.0 Action to be taken by The Employee:**

**2.1 Informal Resolution**

2.1.1 Employees who believe they have been harassed should contact their manager and CEO to discuss potential means of resolving a complaint and to request assistance in resolving the matter. As the Complainant is seeking advice on the issue, the method of resolve should consider the wishes of the complainant. The Manager and CEO should be consulted to provide guidance. If the matter is dealt with Satisfaction to the Complainant, the matter is considered resolved.

2.1.2 The methods of informal resolution can include mediation if the Complainant wishes to utilize that process. The Manager and CEO will arrange a mediator if mediation is selected as a method of reaching a resolution.

2.1.3 The Complainant or Respondent may have representation or a support person who may accompany them to make the complaint if they choose.

# THE GUILD

2.2.1 If the situation is not remedied immediately and/or if the employee wishes to file a Formal Complaint for an actual or perceived condition of harassment, they may do so by completing the Harassment Complaint Form, attached as Appendix A. This form is to be forwarded to the CEO and the Manager.

2.2.2 Upon receipt of a formal complaint, the Manager and CEO will arrange for an investigation of the incident.

2.2.3 The Respondent shall be informed of the complaint, presented with a written statement of the allegations, and afforded an opportunity to respond.

2.2.4 The investigator will gather and analyze the information, as well as summarize the findings, and report the finding to the CEO.

2.2.5 CEO designate, or an appropriate third party as referenced in the policy shall determine whether the Respondent has committed an act or acts of harassment.

2.2.6 The parties to the complaint shall be informed in writing of the outcome.

2.2.7 If there is evidence found to support an act of harassment, discipline up to and including termination will be applied.