

KENORA DISTRICT SERVICES BOARD

HEALTH & SAFETY DIRECTIVE

DATE: June 1, 2010

CATEGORY: Health & Safety

SUBJECT: Harassment Incident Reporting

NUMBER: HSF-I-04

REVISION DATE:

Service Objective:

To provide a process including a standard form, for employees or persons working for the organization (workers), to utilize, when reporting incidents of harassment in the workplace.

The Kenora District Services Board considers any act of harassment to be a serious offence. The first step in preventing a reoccurrence is to report the incident to your immediate Supervisor or Program/Service Director.

Some of types of harassment that workers could experience in the workplace include, but is not limited to, sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive, or intimidating phone calls, or bullying. Leering, unwelcome gifts or attention, offensive gestures, or spreading rumours could also be considered harassment.

Service Description:

1. Workers who have been exposed to an act of harassment that has occurred in the workplace are required to report such incident as soon as possible.
2. Workers exposed to an act of harassment shall:
 - (1) Attempt to resolve their issue by communicating directly with the person(s) whom they feel is engaging in the inappropriate behaviour and advising those responsible the behaviour is unwelcome and offensive. Any contact or incidents should be recorded with time, date, details of conduct and any witnesses;
 - (2) If the Worker does not feel comfortable speaking to the person with whom there is an issue for fear of retaliation or violence, he/she is encouraged to report the incident to his/her immediate Supervisor or Program/Service Director, as the case may be, and they will attempt to resolve the conflict informally;
 - (3) If informal attempts do not resolve the issue, a formal complaint may be filed using the 'Workplace Harassment Incident Reporting Form';

- (4) The complaint will be filed with the Program/Service Director or the Chief Administrative Officer, as the case may be, and the complainant shall include what she/he is expecting in order to settle the issue;
 - (5) Acts of harassment are to be investigated by the Program/Service Director and/or the Chief Administrative Officer, as the case may be, and all workers will be required to cooperate in any investigations and information gathered during the investigation will be kept confidential;
 - (6) Within 14 days following the investigation the Program/Service Director or Chief Administrative Officer, as the case may be, will provide a report on the investigation as well as recommendations for action. Such report shall be shared with the complainant and the person(s) named as the offender(s);
 - (7) Persons who have been subjected to, or who have observed, acts of violence shall be encouraged to access counseling resourced.
3. There shall be no reprisals against any person working for or in association with the organization who, in good faith, reports an incident of harassment or participated in an investigation.
 4. Workers found to be in violation of the policy and/or directive(s) or who do not cooperate during an investigation are considered to be in breach of the policy and will be subject to discipline up to and including dismissal.

Appendix: Workplace Harassment Incident Reporting Form

Reference: KDSB Policy No.: KDSB-HSF-I-02

Prepared by: Sten S. Lif



Chief Administrative Officer

June 15, 2010
Date

KENORA DISTRICT SERVICES BOARD

WORKPLACE HARASSMENT INCIDENT REPORTING FORM

Date Reported: _____

Name of Person Making Report:

Telephone Number:

Name/Location :

Name of alleged Harasser/Perpetrator:

Relationship to the Kenora District Services Board:

Employee Client Visitor Vendor Contractor

Relationship to Victim/Potential Victim (if any):

Name of Victim/Potential Victim:

Additional information or documents may be attached if necessary

When (date) and where (physical location) did alleged harassment occur?

What events occurred immediately prior to the incident?

What was the specific language of the alleged harassment?

Provide specific details of the alleged harassment:

KENORA DISTRICT SERVICES BOARD

Names of Witnesses:

Telephone Numbers:

#1 _____
#2 _____
#3 _____

What happened to the alleged Harasser/Perpetrator after the incident?

Names of supervisory staff involved and how they responded:

Steps that have been taken to ensure the harassment will not be repeated:

Suggestions for preventing a similar incident in the future:

Report Prepared by: _____

Date: _____

Job Title _____

Phone No.: _____

Note: Add additional pages if required