



APPENDIX A CONCERN REPORT FORM

This form is to be completed if a person has a concern of threat, violence or harassment in the workplace whether the concern is for their own well-being or another individual within the workplace.

Confidentiality

All complaints and reports of violence and harassment will be treated seriously, will be investigated thoroughly and fairly, and will be dealt with accordingly. Every attempt will be made to maintain confidentiality, and all investigations will be conducted adhering to any applicable provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Individual Report

The report can be completed by any individual identifying a concern and be submitted to the appropriate Principal/Supervisor (or Superintendent of Human Resources, or designate, where Principal/Supervisor involved or where employee is uncomfortable submitting to Principal/Supervisor).

Description of Concern:

- Threat Assault Sexual Assault Harassment Sexual Harassment

Date of Incident: Time of Incident:

Location of Incident:

Person(s) Involved: Employee Student Public

Names of persons involved:

Concern:

Witness(es) to incident:

If applicable, attach any supporting documents: e.g., emails, handwritten notes or photographs. Physical evidence: e.g., vandalized personal belongings can also be submitted.

Reported by:

School/Department:

Reported to: Date:

(Principal/Supervisor)

Principal/Supervisor Proposed Corrective Action

The Principal/Supervisor (Superintendent of Human Resources, or designate, as applicable) must complete this section within ten (10) working days and forward to the employee(s) involved.

**Principal/Supervisor** Proposed Corrective Action to be Taken to Resolve Concern


Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:** The employee **agrees** with the corrective action taken by the Principal/Supervisor (Superintendent of Human Resources, or designate, if applicable).

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed agreement to the Principal/Supervisor (or Superintendent of Human Resources, or designate). The Principal/Supervisor shall forward to the Superintendent of Human Resources, or designate. The Superintendent, or designate, shall track and file.

OR

**Employee:** The employee **does not agree** with the proposed corrective action to be taken by the Principal/Supervisor (Superintendent of Human Resources, or designate, if applicable).

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed non-agreement to the Principal/Supervisor who will forward to the Superintendent of Human Resources, or designate (if the employee has elected to forward the initial complaint to the Superintendent of Human Resources, or designate and does not agree with the corrective action proposed, the matter shall be referred to Level IV).

Superintendent of Human Resources, or designate Proposed Corrective Action

Superintendent of Human Resources, or designate must complete this section and forward to the employee(s) involved.

**Superintendent of Human Resources or designate** Proposed Corrective Action to be Taken to Resolve Concern


Superintendent of Human Resources or designate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee:** The employee **agrees** with the corrective action taken by the Superintendent of Human Resources, or designate

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed agreement to the Superintendent of Human Resources, or designate for tracking purposes.

OR

**Employee:** The employee **does not agree** with the proposed corrective action to be taken by the Superintendent of Human Resources, or designate.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward signed non-agreement to the Director of Education. This will be dealt with pursuant to Level IV of the resolution process.

**\*Level IV Formal Investigation: The Director/designate is not required to meet with the parties and will make his/her decision based on the evidence obtained during the investigation, the findings of the investigator and/or the Superintendent of Human Resources, the discipline decision, and the written submissions of the parties on appeal.**

**The Director/designate shall affirm or amend a final decision or may require that a new investigation be undertaken.** Disciplinary action, up to and including termination of employment, may be taken in accordance with the Board's procedures regarding discipline for employees.

Employee to be provided with a copy of this form.

June, 2016