



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.

LEVEL II: Employee Files a Concern Report Form

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).

LEVEL III: Alternate Dispute Resolution

Superintendent of Human Resources, or designate

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:** Within ten (10) working days of receiving this request, the Director/Designate shall convene a meeting with the individuals who may be accompanied by associates. The Director/ Designate shall hear representation from both sides of the issue and may request a fact-finding report from the appropriate Superintendent. The Director/Designate's decision shall be communicated to both parties within ten (10) working days of the meeting. 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