



**Guide to Workplace
Harassment Regulations**

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INTRODUCTION

Every worker has a right to a healthy and safe workplace. To achieve this, employers and workers play contributing roles in creating and maintaining a positive and respectful work environment.

To assist in ensuring the health and safety of workers, the *Occupational Health and Safety Act (OHS Act) and Regulations* set the minimum standards for occupational health and safety in the workplace and define the general safety principles for provincially regulated workplaces in Prince Edward Island. This guide has been developed as a tool to assist employers in complying with workplace harassment legislation.

A psychologically healthy and safe workplace promotes employee psychological well-being and actively works to prevent harm to employees' mental health.

The *OHS Act and Workplace Harassment Regulations* outline the rights and responsibilities for employers, workers, contractors and all other parties present at the workplace. It defines workplace harassment and includes responsibilities to prevent and address this workplace hazard.

This guide provides guidance to help employers meet their obligations with respect to workplace harassment provisions under the *OHS Act and Workplace Harassment Regulations*. The guide is not intended as a form of legal advice, and should not be taken as a statement of the law; therefore the reader should always refer back to the *Workplace Harassment Regulations* for specific requirements. The guide does not cover the legal obligations which may exist under the PEI Human Rights Act or the Criminal Code of Canada.

WORKPLACE HARASSMENT CAN UNDERMINE A PERSON'S DIGNITY AND WHEN NOT ADDRESSED IT CAN LEAD TO NEGATIVE OUTCOMES INCLUDING:



INCREASED RISK OF ACCIDENTS AND INCIDENTS



INCREASED ABSENTEEISM



INCREASED TURNOVER



INCREASED STRESS



DECREASED PRODUCTIVITY AND MOTIVATION



DECREASED MORALE



POOR CUSTOMER SERVICE



COSTLY LEGAL EXPENSES

WHAT IS WORKPLACE HARASSMENT?

Workplace harassment can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors. Although situations, context, and circumstances may vary, the *Workplace Harassment Regulations* provide a standard definition for harassment.

Workplace Harassment Regulations (Part 1)

1. (b) "harassment" means any inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on a worker's psychological or physical health or safety and includes:

(i) conduct that is based on any personal characteristic such as, but not limited to:

- Race, creed, religion, colour
- Sex, sexual orientation, gender identity
- Marital status, family status, pregnancy
- Disability, physical size or weight
- Age, nationality, ancestry or place of origin.

(ii) inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome.

Inappropriate sexual conduct includes, but is not limited to:

- Sexual solicitation or advances
- Sexually suggestive remarks
- Jokes or gestures
- Circulating or sharing inappropriate images
- Unwanted physical contact.

2. (1) for greater certainty, harassment as defined in clause 1(b) includes both

(a) repeated inappropriate conduct, comments, displays, actions or gestures or incidents of bullying that have a harmful effect on the worker's psychological or physical health or safety;

(b) a single occurrence of inappropriate conduct, comment, display, action or gesture or bullying that has a harmful effect on the worker's psychological or physical health or safety.

2. (2) a reasonable action taken by an employer or supervisor relating to the management and direction of the workers or of the workplace is not workplace harassment.

How to recognize Workplace Harassment

Behaviours or comments that might constitute workplace harassment include, but are not limited to;

- making sexually suggestive remarks or advances;
- verbal aggression or insults, calling someone derogatory names;
- threatening a person or repeated occurrences of threats;
- unwanted gestures or insults, inappropriate jokes, circulating inappropriate images;
- spreading gossip or rumors;
- using electronic communication to send threatening or intimidating messages;
- vandalizing personal belongings;
- making personal attacks based on someone's private life and/or personal traits; and/or
- isolating the worker.

When assessing a situation to determine if workplace harassment is taking place, always consider the context.

Intent alone does not determine whether the behaviour is harassment. A person cannot excuse their behaviour by saying they did not intend it to be humiliating or intimidating.

Reasonable Action

All reports of workplace harassment should be taken seriously. However, not every unpleasant interaction, instance of disrespectful behaviour, or workplace conflict is considered workplace harassment.

Expressing differences of opinion, offering constructive feedback, guidance or advice about work related behaviour, if undertaken in an appropriate manner, is not considered workplace harassment but may turn into harassment if steps are not taken to resolve the conflict.

Workplace harassment should not be confused with exercising managerial authority. Managers and supervisors have a broad range of responsibilities and are permitted to take reasonable action relating to the management of workers.

When done reasonably and fairly, the following actions should not be considered workplace harassment:

- with good reason, changing work assignments and job duties;
- scheduling and workloads;
- inspecting the workplace;
- implementing health and safety measures;
- delivering work instructions;
- assessing and evaluating work performance;
- disciplinary actions; and/or
- any other reasonable and lawful exercise of a management function.

Clearly defining harassment in a workplace harassment policy is key to ensuring workers recognize unacceptable behaviours.



COMPLYING WITH LEGAL OBLIGATIONS

There is growing evidence that shows exposure to harassment in the workplace has serious negative outcomes for everyone. Highlighting awareness and demonstrating actions that prevent harassment sends a message that promotes a work environment where harassment is not tolerated and will be addressed if it does occur. [Part 2 of the Workplace Harassment Regulations](#) outlines the responsibilities for all parties in the workplace. The following provides information about what steps employers are required to take to meet their legal obligations to prevent, or otherwise minimize, workplace harassment.

Create a Workplace Harassment Policy

A written policy provides managers, supervisors, and workers with a clear understanding of what to expect from the employer when dealing with workplace harassment.

Employers must make a copy of the policy readily available to workers and ensure all employees are trained and follow terms established in the workplace harassment policy.

Key Components of a Workplace Harassment Policy

An effective written policy defines what constitutes appropriate, acceptable, and lawful business behaviour. An effective policy is relevant, concise, and explicit to ensure employees have little doubt as to how to interpret the policy's intent and direction. A workplace harassment policy is most effective when it is:

- supported by all levels of management;
- clearly written so it is understood by all employees;
- applicable, and applied fairly, to everyone in the organization;
- readily available to everyone in the organization; and
- consistently followed when there is a workplace harassment complaint.

Employers are required to consult with the safety committee or representative, if any, to develop and implement a written workplace harassment policy. The following sections should be included in the workplace harassment policy.

Definition of Harassment

Explain what is meant by harassment, including examples of behavior or actions that may be considered harassment at the workplace, which is consistent with the definition of harassment in the Regulations.

Policy Statements

A workplace harassment policy must include the following:

- a clear statement that everyone is entitled to work free of harassment;
- the employer's commitment to ensuring no worker will be subjected to workplace harassment;
- management's commitment that necessary corrective action will be taken to ensure a harassment-free workplace; and
- a statement that the employer shall not reprimand, seek reprisal, or discriminate against a worker who has made a workplace harassment complaint in good faith.

Providing clear statements of this sort will help employees feel confident if they need to report possible workplace harassment. It can also prevent workplace harassment by sending the message that it is unacceptable workplace behaviour and will not be tolerated.

Reference to Applicable Law

The policy must include statements that:

- the employer’s harassment policy is not intended to discourage, prevent, or preclude a complainant from exercising other legal rights pursuant to any other law; and
- the harassment policy does not preclude a worker from filing a complaint under the Human Rights Act.

People in supervisory or management positions, as well as those investigating and resolving complaints, should know it is not appropriate to discourage a complainant from exercising any legal rights.

Roles & Responsibilities

All persons in the workplace need to know what is expected of them. In this section of the policy, describe individual roles and responsibilities and include those that are consistent with Part 2 of the *Workplace Harassment Regulations*.

Worker responsibilities include:

- the responsibility to treat other employees with respect;
- the responsibility to speak up when harassment occurs;
- the responsibility to maintain confidentiality;
- the responsibility to report harassment to the appropriate person as soon as possible; and
- cooperating in the investigation, if required.

Supervisor, manager, employer responsibilities include:

- treating all employees, clients, suppliers and contractors with respect;
- refusing to tolerate harassment - put a stop to it immediately;
- dealing with harassment allegations seriously, speedily, and confidentially;
- reporting or investigating all complaints;
- ensuring the policy is readily available to workers; and
- addressing workplace harassment by identifying the source and taking reasonable steps to remedy the effects of the harassment.

Formal Reporting and Investigating Procedures

The policy must establish procedures that clearly indicate how a worker can report a workplace harassment complaint. Creating a process to receive and investigate complaints in a consistent, fair, and effective manner is critical.

The procedures in the policy must address the following:

- how to make a complaint to the employer or supervisor;
- how to make a complaint when the employer or supervisor is a subject of the complaint (i.e. submit complaint to Human Resources or an impartial person);
- how and when investigations will be conducted; and
- how the complainant and alleged harasser will be informed of the investigation results and any corrective action that has been or will be taken as a result.

Employers are required to include a policy statement that the employer shall not disclose any identifying information about any person involved or the circumstances relating to the complaint to any person unless disclosure is necessary for the purposes of investigating, or taking corrective action with respect to the complaint, or permitted by law.

The employer’s policy should make it clear that complaints should be made in writing and include the complainant’s signature. The policy should also identify that when necessary an investigation may be conducted and that the employer will refer the investigation to an impartial person which could be within or outside the workplace.

Workers will have an increased sense of confidence in the process when the policy shows the employer’s commitment that investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary in the circumstances;
- be fair and impartial, providing fairness for both the complainant and respondent in evaluating the allegations;
- be sensitive to the interests of all parties, and maintain confidentiality; and
- be focused on finding facts and evidence, which should include interviews with the complainant, respondent, and relevant witnesses.

See Appendix C – Sample Harassment Complaint Process

Education and Policy Monitoring

Consider the type of support the organization will provide to ensure workers are well educated on workplace harassment.

Identify how:

- training will be provided to current workers;
- managers and supervisors will be trained to recognize harassment and address the situation appropriately;
- an investigator will be trained to perform the role; and
- the employer will ensure new workers are trained in addition to ongoing workplace harassment awareness.

As a general best practice, the policy should be reviewed at a minimum, every 3 years. This review may be successfully achieved by:

- considering employees' comments;
- requesting feedback from counsellors, managers, and employees;
- conducting exit interviews with personnel leaving the organization; and
- adjusting policy and procedures as required.

Corrective Action and Safeguards

Determine possible corrective actions that may be enforced in the event workplace harassment is present in the workplace. In addition, identify any safeguards that protect workers who submit a complaint in good faith. Include:

- the range of disciplinary actions that may be imposed on the harasser;
- information about whether the complaint will be included in a harasser's personnel file;
- information about whether the complaint will be put in the complainant's personnel file when the complaint is in good faith; and
- information that protects the victim and workers, who may provide evidence in the investigation, against retaliation.

See Appendix A - Sample Workplace Harassment Policy

Performing a Workplace Harassment Investigation

Investigations are an important part of addressing allegations of workplace harassment and shall be performed by the employer when a complaint of workplace harassment is made.

The basic investigation principles that follow may be used as a guide in conducting this type of investigation at the workplace.

General Investigation Guidelines

- All properly filed allegations of harassment in the workplace are to be investigated.
- All investigations are to be conducted as soon as possible.
- The investigation must be kept confidential. It should only involve those who need to know the details. All persons involved in the investigation must maintain confidentiality.

Who Should Conduct the Investigation?

Investigations should be conducted by a person in the workplace who is not directly associated with the incident or the parties involved in the allegation. This is often done by a representative of the company's human resources, senior management, internal or external legal counsel, or an external third party.

An impartial person is someone who:

- is not directly involved in the incident or the complaint;
- is not directly under the control of the person who is the subject of the complaint or otherwise in a conflict of interest; and
- has knowledge of the workplace harassment provisions of the Act, Regulations, and other applicable laws.

Starting the Investigation

When an allegation of harassment is made, request that the complainant submit details of the incident in writing. Providing a form to the complainant to gather all basic relevant information can help facilitate this process. *See Appendix B - Sample Complaint Form.* If it is not possible to obtain a documented version of the allegation, the impartial person should plan a meeting and listen to the complainant's concerns. Accurately document the details of this meeting.

At this time, it is important to establish if the allegations in question meet the definition of harassment. If the impartial person determines the allegations do not meet the definition, the complainant must be informed of the decision and advised in writing that there will be no further action on the matter.

If the impartial person determines the allegations in question do appear to meet the definition of harassment, it must be determined if immediate action is required to protect the complainant or other persons from further harassment, reprisal, or retaliation while they wait for the investigation and resolution of the complaint. Once complete, create an investigation plan that includes:

- a review of any documents related to the allegation. This includes any relevant legislation, policies, or the collective agreement/employee contract;
- a list of persons to be interviewed (e.g. complainant, alleged harasser, witnesses, supervisor, others with relevant information); and
- interview questions.

The Interview

Interview Basics

While style may vary between interviewers, the following are recommended best practices for consideration when performing an interview:

- Interviews should be conducted individually in a private area. Where possible, interviews should be conducted by two people.
- Go over the investigation process with all persons being interviewed (interviewees). Inform them why they are being interviewed, what will be done with the information and who may receive a copy. It is important to remind all interviewees that confidentiality must be maintained. Interviewees should sign a statement that they agree to keep the details and the circumstances surrounding the interview confidential.
- Seek any information the interviewees may have. Ask them to give as much detail as possible. Inform the interviewees that you are looking for facts. If they are unsure about a matter, they should say so.
- To ensure fairness, ask “open ended” questions.
- At the end of the interview, review the information gathered with each interviewee. This will help to confirm the accuracy of the information gathered and allow for the interviewees to add any additional information.

Documenting the Interview

- Whenever possible, have the interviewee document their information (e.g. detail of events). During the interview seek more details if necessary.
- All notes must be legible. If a mistake is made, strike it out with one line and initial.
- Include the following information in the notes:
 - ***name of person being interviewed;***
 - ***date and time of the interview;***
 - ***who was present for the interview; and***
 - ***questions asked and the corresponding answers.***
- Ask the interviewee to sign and date the documented statement once complete.
- Attach all interview documents/notes to the final report.

Interviewing the Complainant

Inform the complainant of the steps the company will be taking in the investigation. This should include the names of those who will receive information about the allegation, the names of those who will be interviewed, and the steps to be taken once the investigation is concluded.

Ask the complainant to describe the incident(s). If needed consider asking for more details, such as:

- ***When did the conduct occur?***
- ***How often did it occur?***
- ***Where did it occur?***
- ***Who was involved?***
- ***Who did and said what to whom?***
- ***What is the relationship between the complainant and alleged harasser?***
- ***What are the current interactions with the alleged harasser?***
- ***How did the complainant feel about the behaviour at the time it occurred?***
- ***How did the complainant respond to the behaviour?***
- ***Was there a pattern of similar behaviour toward this complainant or another employee?***
- ***What did the complainant say or do to indicate to the alleged harasser that the conduct was unwelcome?***
- ***Did the complainant tell any other employees/supervisor about what happened? If not, why?***
- ***Did the complainant make any notes about what happened?***
- ***Was there a witness(es) present?***
- ***What action(s) would be considered reasonable to resolve the matter?***

Interviewing the Witness(es)

Ask the witness to explain their version of the events.

When necessary, seek clarification by asking questions such as:

- ***What, when, and where did it happen?***
- ***Who was present?***
- ***Who did and said what to whom?***
- ***Was the incident an isolated event or part of a pattern?***
- ***Is there anyone else who might have relevant information?***

Interviewing the Alleged Harasser

Explain the allegation(s) in detail and confirm the company takes these types of complaints seriously. Alleged harassers are entitled to be informed of all allegations made against them and allowed to defend themselves against these allegations. This does not mean they are entitled to see or receive copies of statements. However, they are entitled to see or receive a summary of the evidence.

Inform the alleged harasser of the steps the company will take in the investigation. This should include the names of those who will receive information related to the allegation, who will be interviewed, and the steps to be taken once the investigation is concluded. If possible, obtain the alleged harasser's reply to the allegation(s) in writing. Ask questions that will help determine:

- If there is anyone the alleged harasser feels should be interviewed as a witness.
- The nature of the relationship between the alleged harasser and the complainant (e.g. personal, professional, etc.)
- If the complainant(s) initiated or participated in any inappropriate discussions, jokes, gestures, etc.
- If the complainant(s) ever objected to any of the alleged harasser's actions and how they responded.
- Why they believe the complainant has made the complaint (e.g. motives?)
- The names of all witnesses the alleged harasser believes should be interviewed as part of the investigation.

Depending on the situation, the alleged harasser may need to be reminded the company will not permit any retaliation against the complainant and that if the alleged harasser, or other persons, tries to do so, there will be disciplinary action.

The Report

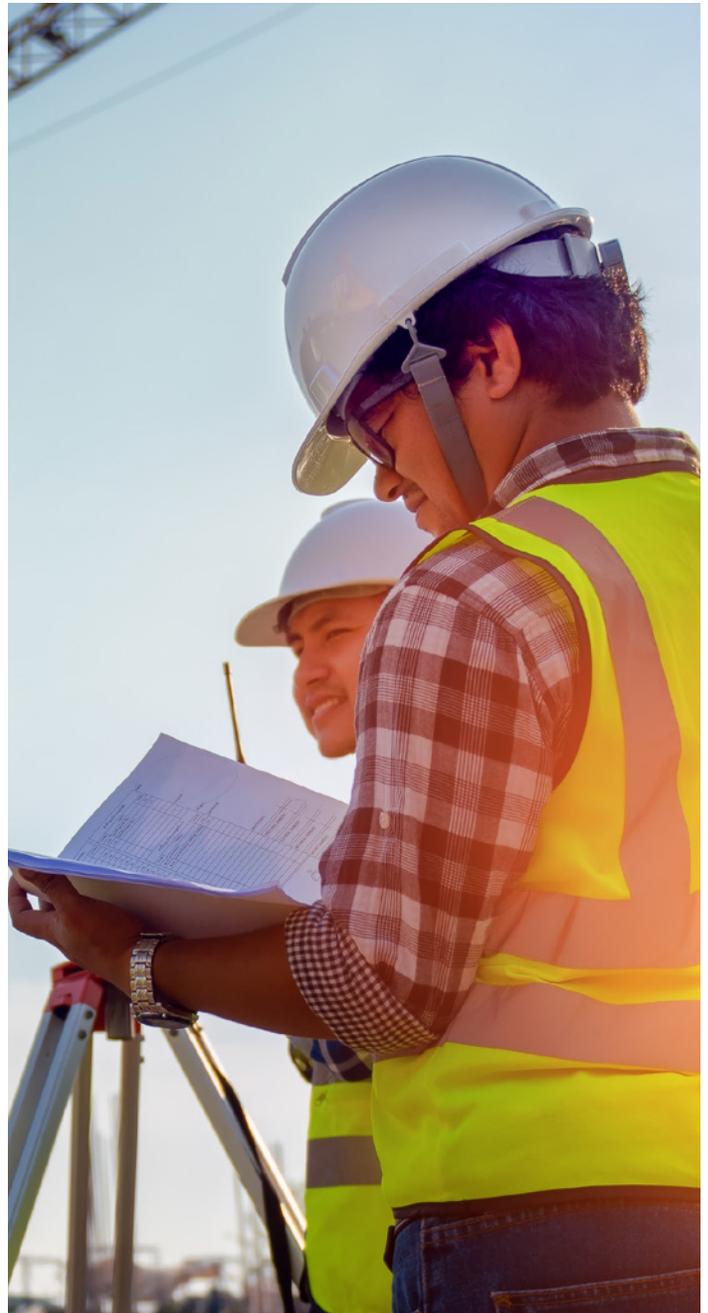
Once all information is collected and interviews conducted, a report must be prepared detailing the findings of the investigation. Although writing styles may vary, the content of the report should include:

- names of persons conducting the investigation, other persons involved and interviewed;
- date, time, and place of the alleged harassment;
- description of the alleged harassment;
- graphics, photographs, and other related evidence;
- findings of the investigation, including the facts and reasons for determining if harassment took place;
- conclusion, including recommendations in regards to immediate and long-term corrective action to be taken.

If harassment is found through the course of an investigation, it is the employer's responsibility to ensure corrective actions, as deemed appropriate, are taken.

Possible corrective actions of harassment could include the following, or a combination of the following:

- education;
- training;
- formal apology;
- transfer assignment;
- verbal or written warnings;
- suspension with or without pay; and
- in severe or repeated cases, dismissal.



REPORTING A WORKPLACE HARASSMENT COMPLAINT TO OCCUPATIONAL HEALTH AND SAFETY

In all cases where there is suspected or known workplace harassment the worker reporting the complaint shall report to the employer. If the employer fails to comply with its duties under the OHS Act, an Occupational Health and Safety (OHS) Officer may investigate to determine compliance.

An employer who knows or ought reasonably to know that harassment in the workplace is occurring shall ensure that the source of harassment is identified and reasonable steps are taken to remedy the effects to prevent or minimize future incidents of harassment.

Role of an OHS Officer

An Officer's role in responding to a workplace harassment complaint is outlined in both the OHS Act and in [Part 3 of the Workplace Harassment Regulations](#).

Where an Officer has cause to believe an employer has failed to comply with its duties under the *OHS Act and Regulations*, an Officer may request to see a copy of the employer's workplace harassment policy during an inspection of a worksite. An Officer may issue an order in circumstances when:

- there is no workplace harassment policy in place or the policy does not meet the requirements of the regulations;
- the employer is not following the workplace harassment policy;
- the employer has failed to determine the required corrective action or to take the necessary steps to implement the corrective action; or

When required, an Officer may issue an order for an impartial person to conduct an investigation. The individual conducting the investigation shall have knowledge, experience, and qualifications acceptable to the Officer to conduct the investigation. When the investigation is complete, the impartial person must identify if workplace harassment has occurred and may make recommendations regarding corrective action(s). It is the employer's responsibility to determine the appropriate corrective action(s). Should the employer fail to implement any corrective action that is recommended, an Officer may order the employer to take the necessary steps to eliminate and prevent future harassment.

It is not the responsibility of the Officer to complete a workplace harassment investigation. An Officer's role is to ensure an employer has adequate policies, procedures, and training in place to address workplace harassment.

Worker Submits a Complaint to OHS

When a worker has followed the employer's procedures and they believe the employer has failed to meet their obligations under the *Workplace Harassment Regulations*, then they may wish to submit a complaint to OHS.

Once received, the Officer will ask the worker if they have reported the incident to the employer and inquire about how the employer responded to the complaint. The Officer may contact the employer to ensure there are adequate policies and procedures in place and that they have been followed in relation to dealing with the particular complaint. An Officer's role will only extend to their responsibilities as outlined in the *OHS Act and Workplace Harassment Regulations*.

APPENDICES

The following appendix items have been developed to assist organizations in meeting their obligations with respect to workplace harassment provisions under the *OHS Act and Workplace Harassment Regulations*.

It is the responsibility of the employer to adapt, modify, and customize these appendix resources to suit the particular needs and culture of the organization.



Appendix A - Sample Workplace Harassment Policy

Purpose

The purpose of this policy is to prevent and investigate harassment in the workplace. The policy applies to the employer and all employees of [Name of Organization].

Definition of Harassment

Harassment is any single or repeated occurrence of inappropriate conduct, comment, display, action or gesture or incidents of bullying that the person knows or ought reasonably to know could have a harmful effect on the employee's psychological or physical health and safety.

Harassment includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Rights and Responsibilities

[Name of Organization] recognizes that everyone has the right to work free of harassment.

No employee will be subjected to reprimand, reprisal or discrimination for reporting a harassment complaint in good faith.

This policy is not intended to discourage, prevent, or preclude a complainant from exercising their legal rights under any other law or filing a complaint under the PEI Human Rights Act.

Everyone at [Name of Organization] - including the employer, supervisors and employees – are responsible to:

- Maintain a respectful and harassment-free workplace.
- Report all incidents of workplace harassment and keep a record of the details of the incident to assist with the investigation.
- Cooperate in the investigation of a workplace harassment complaint as required.
- Understand and follow with the workplace harassment prevention policy.

In addition to the rights and responsibilities of all employees, employers and supervisors have additional responsibilities.

As the employer, [Name of Organization], is responsible to:

- Take all reasonable measures to ensure that no employee is subjected to harassment in the workplace.
- In consultation with the Joint Occupational Health and Safety Committee or Safety Representative, develop and implement a written harassment prevention policy.
- Ensure the policy is readily available to all employees.
- Train supervisors on how to recognize and address workplace harassment.
- Have a process for reporting and investigating workplace harassment.
- Ensure the source of harassment is identified and the harassment is stopped.
- Take corrective action against any employee who subjects another to workplace harassment.
- Take all reasonable steps to remedy the effects of harassment and prevent or minimize future incidents.

All [Name of Organization] supervisors are responsible to:

- Ensure all employees are trained on the workplace harassment prevention policy.
- Treat all reports of workplace harassment seriously and respond promptly.
- Address any behaviors that may lead to a workplace harassment complaint.

Complaints of Workplace Harassment

Informal resolution

If an employee feels they have been subject to workplace harassment, there may be informal ways to resolve the issue, such as asking the person to stop the behavior or getting assistance from a supervisor. The supervisor may speak to the harasser and may also arrange for mediation, to help the people involved reach an acceptable resolution.

Formal complaint process

If an employee is unable to resolve the matter by dealing directly with the person or is uncomfortable approaching the person, the employee must notify their supervisor or another member of management immediately to file a formal complaint. If the employer or supervisor is the source of harassment then the employee can contact the HR department to report the complaint.

A complaint form is available [Include location of form] and must be completed to initiate the formal process.

Investigation into Workplace Harassment

The company will investigate all reports of workplace harassment.

- Once a complaint is received, the company will immediately start an investigation.
- The complaint will be investigated thoroughly and promptly by an impartial party (either internal or external) trained to investigate such matters.
- The investigator will review any related documentation and interview the complainant, the alleged harasser, and witnesses, if applicable.
- When the investigation is complete, the investigator will provide a written report for management.
- If it is determined that workplace harassment occurred, the harasser will be subject to corrective action.
- The company will communicate the findings, including any corrective action taken, to the complainant and the accused harasser in writing following the completion of the investigation report.

Confidentiality

All complaints must be kept confidential. Information about the people involved and the circumstances of the complaint can only be disclosed to the extent required to report the harassment, conduct the investigation, take corrective action, or when permitted by law.

Policy Review

This policy will be reviewed in consultation with the Joint Occupational Health and Safety Committee or Safety Representative every [number of years] or as required to ensure it is up to date.

Appendix B - Sample Complaint Form

Complainant Information		
Complainant Name	Job Title	Date Form Submitted
Complainant Phone #	Supervisor Name	Supervisor Phone #

Information about the alleged harassment		
Date of Incident	Name of Alleged Harasser	Job Title of Alleged Harasser
Is the harassment a repeat occurrence? If yes, please provide date of incidents.		
Has the complainant advised the alleged harasser that they do not like the behaviour and wants it to stop?		
If no, please explain why.		
If yes, what was the response?		
Were there any witness(es) to the alleged harassment?		
If yes, please complete the table below.		

In your own words, describe the conduct, comments or display you found unacceptable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser(s) for the purpose of investigating this complaint.

Signature: _____ Date _____

I acknowledge receipt of this complaint.

Supervisor's Signature: _____ Date _____

Appendix D – Additional Resources

[Prince Edward Island Human Rights Commission](#)

[CMHA Workplace Mental Health](#)

[Assembling the Pieces-An Implementation Guide to the National Standard for Psychological Health and Safety in the Workplace](#)

[The Road to Psychological Safety](#)