



Appendix E Harassment Report Form

In accordance with the District's Respectful Workplace Policy and Regulations and OHS Legislation, this form is to be completed in situations where an employee feels there is a violation of this policy. When completed, the form is to be submitted to the Regional Human Resources Office for action and follow up. As in accordance with the Respectful Workplace Regulations, concerns should first be directed to the immediate supervisor, if appropriate.

Name and contact information of employee who is reporting workplace harassment:

Name:

Position Title:

Department:

Work:

Residence:

Cell:

Address

Name and contact information of respondent(s)*:

Name of respondent(s):

Contact information of respondent(s)**:

Work:

Residence:

Cell:

Address:

*Respondent is the person against whom the complaint is directed.

** The individual reporting harassment may not have access to the contact information for the respondent. The employer may provide this information.

Details of the complaint:

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed.

Documents/Evidence:

Include any supporting documents (emails, notes, photographs, physical evidence, etc). If you are unable to attach relevant documents please list them below.

Other Processes:

Have you initiated any other processes to deal with these allegations of harassment (i.e. one-on-one discussions with alleged harasser, grievance, Human Rights Commission, legal action, etc.)

Confidentiality and Employees' Rights:

The Newfoundland and Labrador School District and its managers will not identify a complainant, an alleged harasser or any circumstances about a complaint, including personal information, to anyone, unless, it is necessary:

- for the purpose of the investigation
- for corrective action relating to the complaint
- where required by law

This plan is not intended to discourage a worker from exercising his or her rights under the Human Rights Act, 2010, the Criminal Code (Canada) or any other law of the province or of Canada.

Employee Signature: _____

Date of Report: _____