



Harassment Policy

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Table of Contents

Scope.....	3
Commitment	3
Responsibilities of Management	4
Responsibilities of Workers, Volunteers and Participants	5
Responsibilities of Persons Designated to Receive Complaints of Harassment	5
What Is Harassment?	6
Confidentiality	7
Communication and Implementation of the Policy.....	7
Employer Liability	8
Impact on Complainant vs. Intent of Harasser	8
Standard of Reasonable Person	8
Due Diligence	8
Duty to Accommodate	8
Poisoned Work Environment	8
Discriminatory Harassment.....	9
Workplace Violence.....	9
Online or cyber harassment.....	9
Early Warning Signs	10
Disciplinary Measures.....	10
Penalties for workers.....	11
Penalties for Volunteers	12
Protection Against Retaliation	12
Harassment Complaint Procedures	12
Persons Designated to Receive Complaints: Workplace.....	12
Notifying the Alleged Harasser.....	13
Anonymous Reports.....	13
Informal Complaint Process.....	13
Formal Complaint Process	14
Responsibility of the Person Designated to Receive Formal Complaints	14
Mediation	15
Investigation.....	16
Role of Investigators	16
Authority of Investigators	16
Investigation Process.....	16
Appeal Process.....	17
Appeal to Outside Authority	17
Authority	17

Introduction

This policy was originally developed by a committee of the Saskatchewan Writers' Guild that included members representing staff, board, and the public. The committee examined a number of existing policies, all of which contributed to the development of this policy. An anti-harassment consultant reviewed the policy. This policy was amended in 2021 to reflect current best practices.

As a multi-faceted organization representing writers, we value the principle of freedom of expression. At the same time, the Guild upholds the right of every person to be free from harassment and discrimination. This policy attempts to balance an individual's right to freedom of artistic expression with the right of all workers and program participants to enjoy a safe, harassment-free environment.

The policy is intended to ensure that the rights of the complainant and the alleged harasser are fairly and equitably represented. No presumptions of guilt or innocence will be made when a complaint is filed or until an investigation is completed. The SWG is obligated to ensure that the policy is fairly, consistently and legitimately applied in a timely or expeditious fashion. Anyone who alleges harassment is assured that the complaint will be heard and dealt with according to the policy. Equally, those against whom allegations are made will have opportunity to respond to the allegations.

Scope

This policy applies to all workers and representatives of the organization while in the workplace, on SWG premises, or during any work-related and/or social activities, including employees of the Saskatchewan Writers' Guild, *Grain*, the Writers/Artists Retreats. This policy also applies contract workers, SWG Board members, volunteers, program participants, and members.

While the management team of SWG is responsible for ensuring the Guild's obligations under this policy, managers themselves are equally bound to respecting this policy, and are subject to its provisions including complaint processes and disciplinary measures. Board members are also bound by the Governance Policy on harassment, which requires them to uphold all Guild policies, including this one.

Harassment will not be permitted in any work-related setting including the workplace, work-related conferences, seminars, travel and social events. The SWG will not tolerate or condone sexual harassment of its workers by anyone.

This policy is not intended to constrain social interaction between the people affected by this policy, nor is it intended to constrain freedom of artistic expression.

Commitment

The Saskatchewan Writers' Guild is committed to providing a working and artistic environment in which all individuals are treated with respect and dignity, regardless of gender, gender identity or expression, sexual orientation, disability, physical appearance, age, language, body size, race, ethnicity, nationality, religion, socioeconomic standing, or otherwise.

Mutual respect, cooperation, and understanding are the basis for interaction among all members of the Guild's community.

The Saskatchewan Writers' Guild does not condone behaviour that undermines the dignity, self-esteem, or productivity of any employee, artist, or participant. Harassment, in all its forms, is a damaging behaviour that can create an intimidating, hostile, or offensive environment and will not be tolerated.

This policy establishes what constitutes harassment then outlines procedures for the timely and effective handling of concerns or complaints.

The policy is in accordance with the legal requirements of the Canadian Human Rights Act and Saskatchewan Human Rights Code, and in the case of Guild employees, The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 1996. Under these acts, Saskatchewan employers are required to develop and implement a harassment policy within their workplace.

The SWG is bound by specific regulations in The Saskatchewan Employment Act. They are as follows:

- Subsection 3-8 of the Act concerning the employer's general duty;
- Subsection 3-9 of the Act concerning the worker's general duty;
- Subsection 3-25 of the Act to name a designated person responsible for complaints;
- Subsection 3-35 of the Act which prohibits an employer from taking discriminatory action against a worker for seeking enforcement of the Act; and
- Section 36 of the regulations which concerns creating and implementing a harassment policy.

Responsibilities of Management

Harassment is illegal under the Canadian and Saskatchewan Human Rights Code and The Saskatchewan Occupational Health and Safety Act. The Saskatchewan Writers' Guild recognizes its responsibility to ensure that the workplace and all other places falling under the jurisdiction of the Saskatchewan Writers' Guild as defined elsewhere in this policy are free from harassment and it also recognizes its liability if it fails in this respect.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by a member of management that is part of their normal work function would not normally be considered workplace harassment or sexual harassment. Examples could include changes in work assignments, scheduling, job assessment and evaluation, implementation of dress codes and progressive discipline.

The SWG will not tolerate any advances, requests or conduct of a sexual nature when made by an adult employee or participant toward an employee or participant who is under the age of 16, regardless of whether there is mutual consent. (Under the Child Protection Act the SWG has the legal duty to inform the police.)

Under this policy, the SWG will:

- promote a workplace that is free of harassment and sexual harassment;
- maintain a written workplace policy and program with respect to workplace harassment and sexual harassment in compliance with the Section 36 of The Occupational Health and Safety Regulations, 1996;
- provide access to information and instruction regarding the workplace policy and program with respect to workplace harassment and sexual harassment including appropriate steps to be taken and investigation procedures;
- take every reasonable precaution for the protection of the SWG participants/staff;
- ensure workers understand who to contact regarding concerns about the policy or when to report an incident;
- ensure the workplace is free from discrimination and harassment including, sexual harassment, bullying and discriminatory harassment;
- respond appropriately to complaints brought to their attention;
- respect the confidentiality and sensitivity of such issues to the extent possible;
- document all information and investigation results;
- conduct an investigation into allegations of harassment or sexual harassment; and,
- take action if witnessing harassment or sexual harassment or elements of a poisoned work environment;
- provide workers and supervisors with harassment prevention information and training as required.

Responsibilities of Workers, Volunteers and Participants

Workers, volunteers and participants must also be responsible to uphold the Guild's commitment by:

- complying with this policy by avoiding any behaviour or conduct that could reasonably be interpreted as a violation of this policy;
- reporting any instances of discrimination, harassment or sexual harassment; and
- maintaining a work environment free from discrimination and harassment including sexual harassment, bullying and discriminatory harassment

Responsibilities of Persons Designated to Receive Complaints of Harassment

It is vital that a complainant knows who to talk to if they have been the victim of harassment. Equally important, complainants must know that their concerns will be heard and addressed

promptly. Under this policy, each role within the organization will have a person designated to receive complaints, and an alternate. Persons designated to receive complaints will be trained on the importance of:

- taking all complaints seriously and confidentially;
- the harassment policy itself;
- their role in the overall process.

Designated persons and alternates for each position in the SWG are outlined in the Harassment Complaint Procedures below, and will assist complainants in the process.

What Is Harassment?

Pursuant to 3-1(1)(l) of The Saskatchewan Employment Act, harassment means:

- any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
- based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

While this wording comes from the Employment Act, we apply this definition of harassment to apply to the conduct of all members of the Guild community, and not just employees or contractors.

Types of behaviour that may constitute harassment on a prohibited ground include, but are not limited to:

- Racial or ethnic slurs;
- Written or verbal abuse;
- Threats or reprisals, or implied threats or reprisals;
- Unwelcome sexual remarks, invitations and/or requests for sexual favors;
- Abuse of authority;
- Bullying;
- Unwelcome remarks, jokes, taunts, suggestions about a person's body, attire, age, marital status, etc.;
- Displays of pornographic, sexist, racist or other offensive or derogatory material (including graffiti or pictures);

- Practical jokes or humour that results in embarrassment, humiliation or insult;
- Leering (suggestive staring) or other offensive gestures;
- Physical or sexual assault (criminal offense).

Courteous, mutually respectful, non-coercive interactions which are acceptable to both parties are not considered to be harassment or sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by a member of management that is part of their normal work function would not normally be considered workplace harassment or sexual harassment. Examples could include changes in work assignments, scheduling, job assessment and evaluation, implementation of dress codes and progressive discipline.

Day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action are not considered harassment even if they sometimes involve unpleasant consequences. Managerial actions must be carried out in a manner that is reasonable and not abusive.

Other situations that do not constitute harassment include:

- Physical contact necessary for the performance of the work using accepted industry standards;
- Conduct which all parties agree is inoffensive or welcome;
- Disagreements in the workplace that are not based on one of the prohibited grounds.

Harassment can exist even when there is no intention to harass or offend. Every person must take care their conduct is not offensive to others.

Confidentiality

The confidentiality of all parties involved in a harassment complaint will be maintained to the fullest extent practicable and appropriate under the circumstances. Discussion of the case will be limited to those individuals who must be contacted to fulfill the SWG's legal responsibility to investigate and resolve the complaint.

Names and details of a harassment complaint will not be disclosed except where required:

- by law, for the investigation and resolution of a complaint; or
- in a situation where an individual is at risk.

Communication and Implementation of the Policy

The SWG will ensure that all members, employees, and program participants are provided with information on the policy and will strive to create anti-harassment awareness for all persons in the SWG community through a communication plan that includes a variety of means.

Names, locations and methods of contacting those designated to receive complaints will be posted in visible areas in any SWG workplace or program location.

Training will be provided for those responsible for implementing the policy and those receiving, and investigating complaints, formal and informal resolution procedures, mediation practices, and handling appeals.

The SWG is committed to ensuring that all parties involved in harassment proceedings are protected from intimidation or repercussion once an incident has been reported as well as during and following an investigation.

The SWG Board of Directors will annually review the policy.

Employer Liability

Employers are legally responsible for maintaining a harassment-free workplace. An employer is liable, even if unaware that harassment is taking place. Employers can mitigate liability by taking measures to prevent harassment such as developing a policy and implementing education.

Impact on Complainant vs. Intent of Harasser

The courts have determined that the impact of harassment on the recipient or the person being harassed is more important than the intentions of the harasser. That means, even if the harasser did not intend to offend, it is not a defence and still can be considered harassment. The important issue is how it made the recipient feel.

Standard of Reasonable Person

When determining whether harassment and discrimination have taken place, the courts have applied the legal concept of "standard of a reasonable person." This means that when deciding whether harassment has taken place, the courts ask: "Would a reasonable person have known that the behaviour was unwelcome?" Similarly, in determining whether harassment is sufficiently severe or pervasive to create a "hostile or poisoned environment," the alleged harasser's conduct is evaluated from the same "reasonable person standard."

Due Diligence

The employer has to prove, on a balance of probabilities, every reasonable precaution in the circumstances was taken to prevent the occurrence of harassment. Employers wanting to avoid infractions and potential prosecutions must develop and implement policies and procedures which can stand up to the test of due diligence.

Duty to Accommodate

This concept refers to employers' responsibility to take substantial and meaningful steps to accommodate the needs of the workers. The employer has an obligation to take steps to accommodate the employee. Similar treatment is not sufficient to ensure equality.

Poisoned Work Environment

A poisoned work environment is created by persistent and serious wrongful comments or conduct that create a hostile or intolerable workplace. The comments or conduct need not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

Conduct that creates or contributes to the creation of a poisoned work environment will not be tolerated at the Organization and workers found to have engaged in such acts will be subject to discipline up to and including termination.

Discriminatory Harassment

Human rights legislation prohibits discrimination against people based on a protected ground, in a protected social area, such as employment. When harassing behaviour occurs because of a person's characteristics that fall within the protected grounds set out in human rights legislation, such as age, race, ethnicity, religion, sex (gender), sexual orientation, and disability, to name a few, the behaviour constitutes discriminatory harassment.

Workplace Violence

Workplace violence is typically defined as physical force, an attempt to use physical force, or a threat of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. Workplace violence can be perpetrated by strangers, by guests or by colleagues. Similarly, domestic violence can become a workplace issue if the perpetrator of the domestic violence comes to the workplace to harm the worker, which could put others in the workplace also in harm's way. Workplace violence includes, but is not limited to:

- harming or threatening to harm any employee or member of the public;
- damaging or threatening to damage the property of the organization or any employee or member of the public;
- possessing a dangerous weapon; and/or
- stalking an employee.

Online or cyber harassment

Internet harassment, also referred to as "cyberbullying", is the term used to describe the use of the Internet to bully, harass, threaten, or maliciously embarrass. It can involve behaviours such as:

- Sending unsolicited and/or threatening e-mail.
- Encouraging others to send the victim unsolicited and/or threatening e-mail or to overwhelm the victim with e-mail messages.
- Sending viruses by e-mail (electronic sabotage).
- Spreading rumours.
- Making defamatory comments about the victim online.
- Sending negative messages directly to the victim.

- Impersonating the victim online by sending an inflammatory, controversial or enticing message which causes others to respond negatively to the victim.
- Harassing the victim during a live chat.
- Leaving abusive messages online, including social media sites.
- Sending the victim pornography or other graphic material that is knowingly offensive.
- Creating online content that depicts the victim in negative ways.

Early Warning Signs

Addressing workplace harassment and violence early is beneficial to large and small organizations because a proactive approach can help minimize the myriad of negative effects that can result from these types of workplace misconduct. Managers, staff, and program hosts must be attuned to their work environments, and monitor for early signs of negative interpersonal relationships and group dynamics that may indicate the potential for harassment or bullying.

Acting on early warning signs can successfully diffuse situations that have the potential to escalate. Also, occasionally, there could be circumstances where misunderstood or unintended conduct could be resolved informally through communication between the parties, and informal resolution of issues should be encouraged within a workplace where the conduct may constitute a misunderstanding, to the extent appropriate. For example, there could be an employee who has the habit of speaking in close proximity to others, which to some may feel like an invasion of their personal space. In this context, individuals who experience uncomfortable or offensive interactions could be encouraged, and supported, in communicating to the offender that the behaviour should stop. Support in this context could mean having someone in authority in the workplace facilitating a discussion between the employees to assist with resolving the issue.

It should be noted that informal resolution is only appropriate where the parties are willing and participate in resolution efforts voluntarily. If the misunderstanding involves a reporting relationship, where an imbalance of power in the relationship could impact the voluntary participation of a party, informal resolution efforts may not be appropriate. Further, where the alleged misconduct is serious or if the allegations – taken to be true – would constitute harassment, not taking the steps to investigate as required by legislation, could result in an employer failing to meet its legislated obligations. If the employer wants to encourage or facilitate informal resolution, it should do so cautiously and ensure that, if informal resolution efforts are unsuccessful and the behaviours persist or escalate, that the formal complaints process under the employer’s policies – including investigating – is engaged.

Disciplinary Measures

It is a serious matter both to violate the policy and to make unfounded allegations against a person. The penalties for violations will be determined by the facts of each case, subject to the following principles:

- The penalty will be determined by the severity of the allegation and whether the employee may be rehabilitated.

- It is an extremely serious offence for a manager to use or threaten to use their position to gain sexual favours from an employee. Because of this, immediate termination will usually result if such conduct is proven.
- Where the conduct complained of creates a hostile work environment and, in the opinion of management the employee can be rehabilitated, lesser discipline including warning, suspension, demotion or transfer may be considered. The severity of the penalty will be determined by the severity of the violation of this policy.
- Vexatious complaints: because complaints against a person can ruin that person's ability to continue to work, complaints filed which are found to be false or malicious will result in disciplinary action against the complainant including warning, suspension, demotion, transfer, or dismissal. A complaint is considered to be vexatious if it is deliberately or maliciously intended to damage the reputation of the alleged harasser.

It should be noted however that filing a complaint in good faith will not be considered to be a false or malicious complaint.

Penalties for workers

Disciplinary action will vary according to the seriousness of the complaint and may include, but not be limited to:

- reprimand and warning;
- apology (verbal or written);
- anti-harassment training;
- behavioural contract;
- monitoring behaviour;
- referral for counselling;
- transfer;
- change of position;
- disclosure of the person's name where it is in the public interest to do so;
- suspension (with or without pay);
- dismissal.

The following remedies or discipline may occur as the result of an investigation. Remedies may consist of, but not be limited to:

- monetary compensation for lost wages, benefits, and/or financial costs;

- job or program transfer;
- increased safety measures;
- counselling;
- education, upgrading, or retraining apology.

Penalties for Volunteers

Any volunteer found to have engaged in conduct that violates this policy will be subject to progressive discipline, up to and including termination of their position.

Board members will be subject to the penalties outlined in the Governance Policy on harassment.

Penalties for Participants and Attendees

The staff, board and volunteers at SWG events are empowered to handle reports and complaints of harassment and ensure the safety of everyone involved in SWG programs.

Any participant engaging in conduct that violates this policy may be subject to penalties including being asked to leave the SWG activity.

Protection Against Retaliation

Threatening, intimidating or discriminating against someone who has either filed a complaint or who is providing evidence of assistance in complaint proceedings is a criminal offence.

Regardless of the outcome of a harassment complaint, retaliation will not be tolerated. Retaliation will be considered a form of harassment and will be dealt with as such.

Harassment Complaint Procedures

Complaints of harassment may be made informally or formally. In either case, a designated person is available and trained to receive complaints.

Persons Designated to Receive Complaints: Workplace

The designated person depends on the position of the complainant within the organization and who the alleged harasser is. The complainant should discuss the incident with the designated person as outlined below. Where the alleged harasser is the person designated to receive complaints, the worker should discuss the incident with the alternate listed below. During this initial meeting, the complainant should complete a written complaint with or without the assistance of the person receiving the complaint.

- If the complainant is SWG Staff, the designated person is the SWG Executive Director and the alternate is President of the Board.
- If the complainant is the Grain Staff the designated person is the Grain Editor and the alternate is the SWG Executive Director or Grain Advisory Committee.
- If the complainant is a volunteer, the designated person is SWG Executive Director and the alternate is President of the Board.

Persons Designated to Receive Complaints: Readings, Retreats, Conferences and Events

If the complainant is a member or participant in an SWG program, they are urged to go to the nearest SWG representative, who will handle the situation or convey the information to the appropriate designated person for that situation. The staff and board at SWG are empowered to enforce this policy wherever SWG events are held, and ensure the safety of everyone involved in SWG programs. If need be, SWG representatives will contact law enforcement, provide an escort, translate, call a taxi, or assist participants in any other way. Any conversations will be held in confidence. Participants are responsible for knowing and abiding by the rules of the program in which they are participating, which may be in addition to those outlined in this policy. Any supplementary rules associated with a program will be made available to program participants at the beginning of the program or in the written materials provided with the program schedule or participant information package.

An abridged version of this policy will be available with program documents or on an easily accessible location on the SWG's website.

Notifying the Alleged Harasser

The complainant, verbally or in writing, brings their concerns directly to the attention of the alleged harasser. Through this process, the complainant lets the alleged harasser know that their comments or actions are unwelcome and must cease. Alternatively, the complainant speaks to the designated person, who then speaks to the alleged harasser on the complainant's behalf.

It is essential to inform the person who is alleged to have harassed the complainant, whether it is formal or informal, in order to respond to the allegations by the respondent, of the complaint so that they are not blindsided and so that they have a full and fair chance to respond when fact-gathering occurs.

Anonymous Reports

To ensure fairness to all parties, anonymous reports cannot be followed up on.

Informal Complaint Process

The complainant is encouraged to first consider informal options. The objective of the informal complaint process is to reach an amicable resolution.

If comfortable doing so, the worker should tell the harasser to stop. The worker should firmly state that the behaviour is objectionable, unwelcome, and must stop immediately. The worker should also keep a written record of the incident, along with the steps taken to stop it. If the activity or behaviour does not stop after the person has been confronted, or if the worker does not feel comfortable confronting the person, then the worker should follow the Formal Complaint process.

Those persons designated to receive informal complaints of harassment must first determine whether or not the complaint merits further investigation.

If the designated person decides to process the complaint, they must determine whether the complainant wishes to name the alleged harasser.

If the alleged harasser is not named:

the designated person may inform the complainant of their rights and options. Further, the designated person may initiate an educational session to inform staff and remind them of the SWG's policy regarding harassment in the workplace.

If the alleged harasser is named:

the designated person is responsible to inform the alleged harasser that a complaint has been made. The alleged harasser has the right to respond to the complaint raised.

Once informed about an alleged incident of harassment, the designated person is responsible to inform the President of the Board of Directors that a complaint is being processed. The designated person must then attempt to resolve the situation in one of the following ways.

Resolution through an informal process can occur:

- either through separate discussions between the designated person and the complainant, and the designated person and the alleged harasser;
- through a facilitated meeting between the disputants, subject to the agreement of the disputants; or
- resolution through the Formal Complaint Process.

Formal Complaint Process

Formal complaints must be made in writing using the Harassment Complaint form to the designated SWG representative.

Time Limit

A complainant wishing to make a formal complaint should do so as soon as possible after the incident has occurred. Formal complaints must be filed within a reasonable time. Normally, complaints will not be considered later than 60 days after the alleged harassment has occurred. Dependent on the nature of complaints, time limits may be waived.

Formal Filing Procedure

Formal complaints must be made by submitting a completed and signed Harassment Complaint form, available as an appendix to this policy. The form will capture the details of the complainant and the situation.

Responsibility of the Person Designated to Receive Formal Complaints

The SWG Executive Director or alternate will provide the alleged harasser with a copy of the written complaint and the SWG anti-harassment policy and allow them respond in writing within seven days.

Within 10 days from the time a formal complaint has been received, the Executive Director will meet separately with the complainant and the alleged harasser to inform them of the available options: mediation or investigation.

If necessary, disputants may be separated in the workplace. It is usually the alleged harasser who is moved or transferred.

Mediation

The decision to use mediation must be made by both the complainant and the alleged harasser. Mediation would begin as soon as possible, or within five days.

The purpose of mediation is to find remedies to difficulties that exist between the disputants. Mediation would be undertaken to allow the parties to share an understanding of and participate in the development of a resolution of their difficulties. The parties will attempt to resolve their difficulties through mediation within 30 days.

Time limits may be extended subject to the agreement of the complainant, the alleged harasser, and mediator.

If mediation is unsuccessful, an investigation of the complaint will be undertaken.

If the investigation process was chosen and investigation has commenced, the parties may choose to undertake mediation in lieu. While mediation may be requested at any point during the investigation process, if the mediation does not result in resolution, the investigation will resume and will not be interrupted by further requests for mediation.

The complainant and alleged harasser are required to agree that all communication and documentation used in mediation will be treated as confidential and will not be admissible in any other proceedings. Furthermore, the complainant and the alleged harasser will agree to not call the mediator to testify or provide any materials from the mediation in any other proceedings.

All information provided by both parties during mediation is kept on a separate and confidential file. It will not be disclosed to subsequent investigators.

Both parties are responsible for reaching resolution terms that are satisfactory to them. The mediator will remain impartial and not advocate for either party, nor will they advise either party to accept or reject a proposed agreement. The mediator's role is to assist the parties in finding a mutually satisfactory resolution to the problem. The mediator will assist the complainant and the alleged harasser equally and help the parties reach their own agreement.

Persons engaged as mediators will not subsequently become engaged as investigators in situations where they have attempted mediation. This is to ensure that during mediation the parties express themselves freely and openly, and minimize concerns that information given in confidence may end up in an investigation report.

In the event a mediated agreement is reached, the following will apply:

- The terms and conditions of the agreement will be written out and signed by the alleged harasser, complainant, and mediator.

- Management will take no additional disciplinary action beyond that agreed to in the mediation process, nor will a grievance be filed.
- The Executive Director will be provided with a copy of the mediation agreement. The complainant and the alleged harasser will be provided with a copy of the mediation agreement for their records.

The mediation file will be destroyed upon the completion of a mediated agreement or completion of the investigation.

Investigation

It is the right of both the complainant and the alleged harasser to have an advocate present when being investigated. The complainant has the option of ceasing the process at any time.

Role of Investigators

The role of the investigator is to gather and weigh the evidence, and to make recommendations to the SWG Executive Director and/or the Board of Directors.

The investigators do not make judgement, nor do they determine discipline.

It is recommended that two investigators work together, one interviewing and one taking notes to give a fair balance to the interpretation of events. In most cases, the investigator will be someone from outside of the SWG community.

Authority of Investigators

Appointed investigators are authorized by this policy to collect, gather or copy evidence related to cases under investigation. Any evidence taken will be returned to the owners at the completion of the investigation.

Access to personnel files is subject to the consent of the person to whom the file applies.

The investigators will not be held liable for any damages to evidence taken.

Investigation Process

The following actions must be completed within 21 days from the request of either party to undertake an investigation:

- interviewing the complainant;
- interviewing the alleged harasser;
- interviewing any witnesses (the witnesses should be informed that the substance of information provided must be shared with the complainant and alleged harasser);
- collecting any evidence (this may include interviewing all employees in the unit).

Appeal Process

The right to appeal means the right to appeal the process of the investigation, not the right to appeal the discipline.

Within 30 days of the decision, either the complainant or the alleged harasser may make a written request that the investigation be reviewed for thoroughness.

The request must state what aspect of the investigation is inadequate.

The request must be submitted to the Executive Director and the Board, who will determine if the investigation is to be reopened in order to address the concerns raised. The decision of the Executive Director and the Board is final.

Appeal to Outside Authority

Although intended to provide an effective redress mechanism, nothing in this policy is meant to discourage or prevent the complainant from exercising their legal rights pursuant to the law.

Authority

This policy is in accordance with the following acts and regulations:

The Saskatchewan Human Rights Code, 2018

The Saskatchewan Employment Act

The Occupational Health and Safety Regulations, 1996

APPENDICES

**FORMAL HARASSMENT COMPLAINT FORM
ABRIDGED/WEB VERSION**