

## **Discrimination or Harassment Grievance Procedure and Resolution**

GWAAR takes reports of harassment and discrimination seriously. This guideline was developed in conjunction with Sections 703 & 711 of the Employee Handbook, "Employee Conduct and Discipline" and "Sexual and Other Unlawful Harassment".

An employee, client, advisor or anyone of the public may report an incidence of discrimination or harassment to a GWAAR supervisor, its executive director, a board member or another employee. If the occurrence rises to the level of unsafe or unlawful behavior, proper emergency or security authorities will be notified and GWAAR will follow procedures as determined by such officials.

If an employee finds themselves the target of direct (or indirect) harassment or discrimination, they should report the circumstances, verbally in person or by phone, to their supervisor, the executive director, human resources director or the affirmative action officer.

GWAAR supervisors will direct the complainant to the human resources director and the affirmative action officer for follow up. They will arrange a confidential interview with the complainant and record a summary of that interview.

The employee will be asked to submit a written complaint including the sequence of events, physical and verbal exchanges; provide names of anyone who may have over heard or witnessed the incident and attach any emails or other documentation that demonstrates such improprieties took place.

The human resources director and the affirmative action officer will contact the alleged offender to advise them that a complaint has been lodged against them and to ask for their description of events. They will be given the opportunity to submit a written response to the allegations made against them which may include their own documentation and witnesses.

After reviewing both statements, the director and officer will assess the need for additional information and interviewing witnesses. Legal and other resources may be consulted.

A determination of action may include any of the following: a written reprimand, referral to supervisor or board member for follow-up and additional oversight, accessing outside mediation and arbitration or counselling services or termination of employment. Some circumstances may require other actions not foreseen at this writing.

Written complaints and summaries of conversations are strictly confidential and are maintained separately from general employee personnel files.