

Taking all allegations and/or complaints about violations of the Respectful Workplace Policy seriously, addressing them in a timely manner, seeking assistance as necessary to achieve the resolution of complaints in accordance with this Policy and providing ongoing education about this Policy.

Nothing in this Policy is intended to reduce the rights and responsibilities of employees. W* nBT/F3 11.04 Tf1 0 0 1 412.51 6

3 Informal Resolution Process

If an individual

leader. If, for any reason, s/he feels uncomfortable in approaching his/her own workplace leader, s/he can speak to the next level of workplace leader.

The workplace leader will make every effort to respond to concerns raised

Who	Action
Individual	Requests that their workplace leader initiate the ADR process or agree to a request to initiate the ADR process.
Workplace Leader	Contacts the HRC to initiate the ADR process.
ED of HR	Following consultation with the HRC, may appoint a qualified internal or external <i>mediator or facilitator*</i> not otherwise involved in the process.
<p>Note: During the pre-mediation process, each person will have the opportunity to request that they be accompanied and assisted during the ADR process by a support person which may be a union representative. The role of support people will be defined by and is at the discretion of the mediator or facilitator.</p>	
Workplace Leader	If the issue is not resolved , individuals may consider initiating the Formal Resolution Process.

**A mediator or facilitator is an impartial, neutral third party with expertise in*

Alternative Dispute Resolution at the Formal Complaint Stage

ADR is again available to both parties to try to resolve the complaint at any point during the Formal Process. Where both parties agree to an ADR process, they will advise the ED of HR who will appoint a qualified internal or external mediator or facilitator not involved in investigating the complaint. Any person may withdraw from the ADR process at any point. Investigation will be suspended during the ADR process and may resume if ADR efforts are not successful.

Interim Measures

Interim measures may be imposed during the complaint resolution process to ensure the work environment is safe and service within the involved area is not compromised. These measures will be determined and implemented by the appropriate work[...]

of the opinion that a further investigation is warranted, the ED of HR will assign an internal or external investigator within 5 working days, where possible, of making his or her decision.

If the ED of HR determines that the complaint falls under the

Discipline up to and including termination with or without notice.

In circumstances where the complaint was found by the investigator to have been made in bad faith or to be vexatious, vindictive, false or frivolous, appropriate action will be taken which could include discipline for the complainant, up to and including dismissal. Remedies for respondents found to be falsely accused may include steps to restore any lost reputation and any other remedies that the ED of HR may consider appropriate.

b. Closure of Complaint Investigation

Who	Action
Exempt Workplace Leader	Advise other parties involved in the complaint (witnesses and others) that the investigation has been concluded. Note: This will take place once the appeal period (set out under Appeals in next section) has expired.

c. Appeals

Where the Complainant or Respondent is dissatisfied with the outcome or process, s/he may appeal directly to the Vice President, Administration in writing **within 30 days** of receipt of the letter of decision.

e. Follow-Up

It is recognized that experiences with discrimination or other behaviour contrary to this Policy can be difficult for the Complainant, the Respondent and any other parties involved. Camosun College is committed to providing support, information, and opportunities for an

7 Multiple Proceedings

Camosun College