

### Reporting Procedure

#### *1. How to report.*

Workers at PISE can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form available at Q/Operations/Administration/HR Forms for all staff. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

#### *2. When to report.*

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

#### *3. Reporting contact.*

Report any incidents or complaints to the Human Resources & Administrative Coordinator at [bcoburn@pise.ca](mailto:bcoburn@pise.ca), (250) 220-2587

#### *4. Alternate reporting contact*

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behavior, contact the Finance & Human Resources Manager at [asran@pise.ca](mailto:asran@pise.ca), (250) 220-2587.

5. If the CEO is the person engaging in bullying and harassing behavior, contact the Human Resources & Administrative Coordinator at [bcoburn@pise.ca](mailto:bcoburn@pise.ca), (250) 220-2587 and will contact the Chair of the Board of Directors.

#### *6. What to include in a report.*

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behavior and / or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

### Investigation Procedure

#### *1. How and when investigations will be conducted.*

Most investigations at PISE will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- Be sensitive to the interests of all parties involved, and maintain confidentiality
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- Incorporate, where appropriate, any need or request from the complainant or respondent
- for assistance during the investigation process

### *2. What will be included?*

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then PISE will not investigate any further, and will determine what corrective action to take, if necessary. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### *3. Roles and responsibilities.*

The CEO is responsible for ensuring workplace investigation procedures are followed. Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. The CEO will conduct investigations and provide a written report with conclusions to the PISE Board Chair. For investigations which involve the CEO, the PISE Board Chair is responsible for ensuring investigation procedures are followed. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to CEO.

### *4. Follow-up.*

The alleged bully and alleged target will be advised of the investigation findings by CEO. Following an investigation, the CEO will review and may revise workplace procedures to prevent any future bullying and harassment incidents in the workplace if required. Appropriate corrective actions will be taken within a reasonable time frame. In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

### *5. Record-keeping requirements.*



## Reporting and Investigation Process

PiSE expects that workers will keep written accounts of incidents to submit with any complaints. PiSE will keep a written record of investigations, including the findings.