

# Expected Actions, Discrimination, Harassment, Retaliation

## Supervisors

- Take the report seriously.
- Maintain complainant privacy.
- Record and document the report.
- Report the complaint to HR promptly.
- Stop obvious blatant behavior.
- Participate in the investigation.
- Treat all parties consistently and fairly through any processes.
- Remain neutral during investigations.
- Do not criticize, retaliate or treat and employee differently because a complaint was filed.

## Human Resources

- Take every report seriously.
- Implement safety measures as applicable.
- Remain unbiased throughout investigations.
- Conduct an interview of the complainant.
- Ask the complainant for a signed statement and witnesses.
- Inform complainant of the grievance process.
- Inform the accused of the grievance process.
- Inform and interview the accused.
- Ask the accused for a signed statement and witnesses.
- Contact and interview affected supervisors and relevant witnesses.
- Maintain all documents, evidence and information.
- After the investigation, complete a report of findings.
- Implement approved report of findings.
- File necessary records as applicable.

# Expected Actions, Other Grievances

## Supervisors

- Take the report seriously.
- Maintain complainant privacy.
- Record and document the complaint
- Resolve the complaint to an agreed solution if possible. If an agreeable solution cannot be met, refer to next level Supervisor with documentation.
- Repeat previous bullet until an agreeable solution at the Vice Presidential level cannot be achieved.
- Assist employee in completing a grievance in Ready to Report.
- Treat all parties consistently and fairly through any processes.
- Participate in investigations.
- Do not criticize, retaliate or treat and employee differently because a complaint was filed.

## Human Resources

- Take every report seriously.
- Remain unbiased throughout investigations.
- Conduct an interview of the complainant.
- Ask the complainant for a signed statement and witnesses.
- Inform complainant of the grievance process.
- Inform and interview the accused if any.
- Ask the accused for a signed statement and witnesses.
- Inform the accused of the grievance process.
- Contact and interview affected supervisors and relevant witnesses.
- Maintain all documents, evidence and information.
- After the investigation, complete a report of findings.
- Implement approved report of findings.
- File necessary records as applicable.

# What to Expect During a Grievance Process

## Complainant should expect:

- That your complaint to be taken seriously.
- That your safety will be a priority.
- That you will be explained the grievance process.
- That your privacy will be maintained to the maximum extent possible.
- That you will be asked to provide a signed statement of the complaint.
- That you will be asked to provide witnesses if applicable.
- That you will be notified if an investigation is initiated.
- That you may be interviewed multiple times during the investigation if necessary.
- That you will receive a copy of the report of findings.
- That you will be advised of your options following the report of findings.
- That the Human Resources Department will be available for your questions.

## Individual Accused should expect:

- That you will be treated fairly throughout the process.
- That you will be advised of the accusation.
- That you will be explained the grievance process.
- That your privacy will be maintained to the maximum extent possible.
- That you may be asked for a signed statement in response to the accusation.
- That you will be asked for witnesses if applicable.
- That you may be interviewed multiple times during the investigation if necessary.
- That you will receive a copy of the report of findings.
- That you will be advised of your options following the report of findings.