



F.05.10.1

Renfrew Count Joint Transportation Consortium

WORKPLACE HARASSMENT: INFORMAL RESOLUTION

- To be completed by the advisor to the complaint.
- Written statements from the complainant and respondent should be attached to this form.

Workplace harassment means a course of vexatious comment or conduct directed at a specific individual that serves no legitimate work purpose and renders the workplace environment intolerable for that individual. Workplace harassment occurs when an individual is repeatedly singled out for serious mistreatment, which may include threats, bullying, cyber bullying, verbal assault, taunting, ostracizing or violent gestures and actions. For greater clarity, the exercise of management functions, such as supervision, performance appraisal, training, instruction, correction, counselling or discipline, shall be deemed to constitute a legitimate work purpose unless such functions were carried out in a demonstrably abusive manner.

Today's Date: _____

Advisor's Name and Title: _____

A. IDENTIFICATION OF PARTIES TO COMPLAINT:

Name of Complainant: _____

Position: _____

Representation:
(Union, Federation,
Association, Other) _____

Name of Respondent: _____

Position: _____

Representation:
(Union, Federation,
Association, Other) _____

B. DETAILS OF THE ALLEGATION BY COMPLAINANT:

Date(s) of incident(s) or time frame: _____

Date complainant or representative informed the respondent that the behavior was objectionable: _____

Date(s) of previous attempt(s) at informal resolution: _____

State what was said/done, when, where and how, times, dates, locations and names of witnesses. Use the specific language that was used; tell exactly what happened; and give the location of any incidents and possible witnesses. Please attach additional pages as necessary.

How does the Complainant wish to proceed? With mutual agreement of the complainant and the respondent, there are many opportunities for informal resolution:

- _____ Obtain advice only
- _____ Mediation meeting with respondent, without representation
- _____ Mediation meeting with respondent, with representation
- _____ Other (please describe):

C. DETAILS OF RESPONSE FROM RESPONDENT:

State what was said/done, when, where and how, times, dates, locations and names of witnesses. Use the specific language that was used; tell exactly what happened; and give the location of any incidents and possible witnesses. Please attach additional pages as necessary.

How does the respondent wish to proceed? With mutual agreement of the complainant and the respondent, there are many opportunities for informal resolution:

Obtain advice only

Mediation meeting with complainant, without representation

Mediation meeting with complainant, with representation

Other (please describe):
