999 Cecelia Street, Pembroke, ON K8B 1A4

Telephone: 613.732.8419

Today's Date:

Website: www.onthebus.ca Email: trans@onthebus.ca



F.05.10.1

Renfrew Count Joint Transportation Consortium

WORKPLACE HARASSMENT: INFORMAL RESOLUTION

- O To be completed by the advisor to the complaint.
- O 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.

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)			

Form RCJTC F.05.10.1 Page 1 of 4

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):		

Form RCJTC F.05.10.1 Page 2 of 4

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):			

Form RCJTC F.05.10.1 Page 3 of 4

D. RESOLUTION RECOMMENDED/ACHIEVED:		
List details of the recommended resolution and the outcome of this resolution. (Attach additional pages if necessary.)		
Signature of Complainant	Date	
Signature of Respondent	Date	
Signature of Advisor	Date	

The information contained in this form is confidential and every reasonable step will be taken to maintain confidentiality in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

The complainant will place this form in a sealed envelope marked "Private and Confidential" and forward it to the General Manager or their supervisor if applicable.

Form RCJTC F.05.10.1 Page 4 of 4