

Workplace Bullying and Harassment Investigation Procedures

These are procedures for dealing with incidents and complaints of workplace bullying and harassment. Investigation procedures can vary significantly from one workplace to another and employers can provide additional information regarding their specific investigation process. Employers are not required to use this template as long as they have reasonable procedures in place that meet their legal duties. Additional resources and an explanation of legal duties can be found at www.worksafebc.com/bullying/.

1. How and when investigations will be conducted

Most investigations at Ace Trades and Technical Institute 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 Ace Trades and Technical Institute 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

Supneet Chawla, Founder and 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.

Supneet Chawla, Founder and CEO will conduct investigations and provide a written report with conclusions to Anjani Saran, Program Advisor.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Anjani Saran, Program Advisor.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by Anjani Saran, Program Advisor.

Following an investigation, Supneet Chawla, Founder and CEO will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. 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

Ace Trades and Technical Institute expects that workers will keep written accounts of incidents to submit with any complaints. Ace Trades and Technical Institute will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at Unit 101-102, 9486 120 St., Surrey, BC V3V 4B9. See Anjani Saran, Program Advisor.

Date created	Annual review date
--------------	--------------------