OPSEU SEFPO "every member has the right to be treated with dignity and respect"

OPSEU's HARASSMENT AND DISCRIMINATION PREVENTION POLICY PROCESS

Intake: Complainant contacts Advisor in Region. The Advisor assesses the complaint and decides within 14 days if there are grounds to proceed

Complaint Filed and Delivered: The complainant's advisor assists the complainant to complete the complaint form and forwards the complaint to Officer

Response: The Respondent selects an Advisor within 7 days of receiving the complaint. The Advisor and Respondent complete a response form and/or request not to deal with a complaint within 14 days of receiving a complaint.

Request not deal with the complaint: If the respondent raises reasons not to deal with a complaint, the Officer notifies the parties.

Do Not Deal With Complaint: If the complainant and his/her Advisor agree with the request not to deal with the complaint, the complaint is withdrawn and the file closed.

Deal with complaint: If the complainant and/or his/her Advisor disagree with the request not to deal with the complaint, the complaint is referred for mediation.

Mediation: Within 10 days of a request, an Officer will appoint a Mediator. Mediation will be conducted within 21 days of the appointment of the Mediator.

Settled: Within 5 days of settlement, minutes are sent to the Officer for approval. If there are systemic issues, the President's Office approves settlement. If approved, the file is closed

Settlement is not approved/not settled: If the complaint is either not settled or not approved, the complaint is referred for investigation within 7 days of request.

Investigation: investigation starts within 10 days of receipt of the file and a draft report is produced within 60 days of the start of investigation. The parties have 14 days to reply to the draft report.

Conciliation: the Investigator attempts to conciliate the complaint before a final report is produced.

Conciliated: If the complaint is settled after conciliation, the file is closed.

Not conciliated: If the complaint is not settled after conciliation, the Investigator produces a final report and recommendations 14 days after sending out the draft report. The findings and recommendations are sent to the President's Office for implementation

Appeal: if the complaint is not conciliated and a party does not agree with the findings and/or recommendations in the final report, the party can appeal. A party can also appeal if the Investigator's recommendations are declined, altered or substituted; or if there are problems with enforcement or compliance. An Appeal Chair convenes an initial conference call within 21 days of the application for appeal. The Appeal and Hearing is the final stage of the complaint process.