



Bullying + Harassment Investigation Procedures

For detailed information on what constitutes harassment and how complaints to GaLTT will be investigated, please see GaLTT Operating Policy 14 (<https://qaltt.ca/policies.html>).

Reporting

Officers, directors, volunteers, and contractors should report concerns to the Executive Director (if applicable) or to the Board president. If the person making the report is not comfortable reporting to either of these individuals or if he/she does not believe the issue is being addressed appropriately, the individual may report directly to any member of the Executive Committee.

GaLTT employees who believe they have been subjected to harassment of any kind have the responsibility to report the harassment as quickly as possible to their supervisor. Employees who are uncomfortable reporting the harassment to their immediate supervisor (whether because the supervisor has committed the harassment, or for any other reason whatsoever) or who do not believe the concern is being addressed appropriately, must report the harassment to the next higher level of management above the immediate supervisor or, if they prefer, to any member of the Executive Committee.

Members of the public who believe they are being subjected to harassment of any kind at a GaLTT-sanctioned event or activity should immediately report concerns to any GaLTT board member present.

The person receiving the initial report shall forward it to the Executive Committee (excluding any members of the executive who are included in the complaint) within five business days.

A complaint form can be downloaded from the Policies section of GaLTT's website.

How and when investigations will be conducted

Most investigations at GaLTT will be conducted internally.

Mediation:

Under some circumstances mediation, which is a process by which a neutral third party helps people involved in a complaint reach a solution acceptable to all parties, may be appropriate as an alternative to a formal investigation. Mediation is undertaken prior to initiating a formal investigation and will only proceed with the agreement of all parties to the complaint. The Executive Committee will make all parties to the complaint aware of this option. If mediation does not occur or is unsuccessful, a formal investigation will be initiated.

Investigations will:

- unless mediation is chosen, be undertaken within 10 business days of the receipt of the report, 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

What will be included

Investigations will include interviews with the alleged target, the alleged harasser, and any witnesses. If the alleged target and the alleged harasser agree on what happened, then GaLTT 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.

Roles and responsibilities

Unless required by law to immediately report a violation, a formal investigation of a complaint will be directed by the Executive Committee (excluding any members of the executive who are included in the complaint). The Executive Committee is responsible for ensuring designated investigation procedures are followed and will designate a member as point of contact for the investigation.

The Executive Committee may delegate the investigation to a standing harassment committee or external subject matter expert. If deemed appropriate, the investigating committee may seek legal advice. If external investigators are employed, they will conduct investigations and provide a written report with conclusions to the Executive Committee.

A final written summary report with conclusions will be provided by the Executive Committee to the Board. If the Board is unsatisfied with the findings or recommendations of the investigating committee, it may request that the investigating committee provide a more detailed report for review. In this event, the final findings and decisions regarding corrective action will rest with the Board.

Follow-up

The alleged harasser and alleged target will be provided by the Executive Committee with a copy of the final summary report and the decision regarding outcome.

Corrective action for the person found to have engaged in harassment may include: a reprimand; prohibition from participating in a GaLTT activity or committee; termination of employment; or dismissal from the organization.

The Executive Committee will review the details of the complaint to determine if revisions to policies and procedures could help to prevent future incidents and make recommendations for changes if appropriate. Appropriate corrective actions will be taken within a reasonable time frame.

Where complainants or respondents are dissatisfied with the outcome of a complaint, they will be reminded of their rights under the British Columbia Human Rights Tribunal.

Record-keeping

All records of an active complaint and investigation including notes, documents, photographs, and other evidence will be kept securely. These records will be considered confidential and access will be given only to members of the investigating committee.

If a complaint is found to be substantiated, written records of the investigation will be retained. Such records may be opened by the complainant or requested by courts.

If a complaint is found to be false or unsubstantiated, all records of it will be destroyed.

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