

Section 807-B: Harassment Policy

Harassment Complaint Process

** In-scope employees (complainant, respondent or witness) that are part of a complaint are afforded their rights to have union representation throughout all steps of the harassment process.

** [Employee and Family Assistance Program \(EFAP\)](#) support services are available and encouraged to be utilized.

1. Submit a formal complaint.

- Employees experiencing alleged harassment or who have observed this type of behaviour can make a formal complaint at any time, regardless of when an incident may have occurred.
- Complainants are encouraged to report incidents as soon as possible after they occur as this assists with the ability to investigate and/or resolve the issue in a timely manner.
- Complaints should be submitted using the [complaint intake form](#). This form is directly sent to a central intake confidential and secure email address only accessible to designated PSC employees overseeing the harassment process.
- A complaint can be made verbally or in writing to an appropriate reporting contact. Email harassment@gov.sk.ca for assistance.
- If a complaint has been received verbally, the information will be documented, and the complainant will review and sign the complaint to ensure the information has been accurately captured. The information will be submitted directly to harassment@gov.sk.ca.

2. Complaint is received by the Public Service Commission (PSC)

- The complaint will be preliminary assessed on the information received.
- A conversation with the PSC and the complainant will take place to discuss the process and policy.
- Additional safety measures or supports may be considered (e.g. moving the complainant or respondent to a new work area or temporary change in reporting relationship while an investigation is underway). These logistic decisions will be made by the employer in consultation with the PSC.

3. Pre-investigation/fact finding is conducted

- The respondent(s) named in a harassment complaint will be informed, for reasons of due process, of the name of the complainant and the allegation(s) made against them.
- The PSC will gather additional information from both sides – complainant and respondent(s) - to help determine the next steps in the process.
- The employer (Permanent Heads) will be notified of the complaint pertaining to their ministry.
- Decision by the employer, in consultation with the PSC, will be made if an external or internal investigation is required or if an informal resolution is most appropriate to resolve the issue.

4. Complainant and respondent(s) are informed of next steps

- The complainant and respondent(s) will be provided with an update in writing from the PSC of the next steps (i.e. proceeding to a formal investigation).
- If it is determined that further investigation will not be taken, then informal resolution options will be discussed and explored with the complainant and respondent in more detail.

5. Internal or external investigation begins (if applicable)

- If a full investigation is needed, separate meetings will be scheduled with the complainant, respondent and witnesses (if applicable) to gather additional information.
- In-scope complainants, respondents and witnesses may bring union representation for support.

- PSC will provide updates on the progress of the investigation process to everyone directly involved.
- Best efforts are made to complete investigations as quickly as possible. Timelines may vary depending on various factors (i.e. number of interviews/witnesses).

6. Results of the investigation are communicated

- Following the conclusion of the investigation, the complainant and the respondent will be advised of the results in writing whether the allegation of harassment was founded or unfounded.
- The complainant and respondent will be provided with a written executive summary of the outcome of the investigation.
- In part of due process and in accordance with [Section 803: Corrective Discipline Policy](#), a fact-finding meeting with the respondent will take place with the employer, PSC and union (if applicable) upon receiving the results of the investigation (regardless of if the allegations of harassment are founded or unfounded).

7. Disciplinary decision

- Upon finalization of the investigation steps, the employer will decide whether disciplinary action is warranted and what that disciplinary action will be in accordance with [Section 803: Corrective Discipline Policy](#).
- The specific details of any discipline administered will not be provided to the complainant or any witness interviewed in the investigation. They will only receive confirmation that appropriate action has been taken.
- Complainants and witnesses may be advised whether action was taken, however, details may be withheld in accordance with privacy requirements.

Disciplinary Action is action that may be taken at the conclusion of the harassment process when an employee has been found to engage in activities in breach of [Section 807: Harassment Policy](#) in accordance with [Section 803: Corrective Discipline Policy](#).

- Each situation is individually assessed to determine the appropriate level of discipline based on a number of factors (i.e. severity of the incident).
- The employer is responsible for determining the appropriate level of discipline.

8. Create restorative action plan and implementation

- At the conclusion of the harassment complaint process, the manager/supervisor is responsible for ensuring a restorative action plan is created and implemented (if applicable/dependent on circumstances).

(See [Restorative Action Plan](#) for more information.)

Any questions or inquires specific to this policy and process can be emailed to: harassment@gov.sk.ca

Policy Appendices

[Harassment Policy](#)

[Complaint Intake Form](#)

[Examples of Harassment](#)

[Restorative Action Plan](#)