

## Section 807-D: Harassment Policy

### Restorative Action Plan

- At the conclusion of the complaint process, the manager/supervisor is responsible for ensuring there are restorative action plans in place to support the work environment impacted by founded or unfounded harassment complaints.
- Each restorative plan may look different, depending on the circumstances and needs of the complainant, respondent(s), witnesses, or other members of the team. Post complaint/incident support and monitoring should occur.
- Managers/supervisors should consult with their appropriate PSC Human Resources Business Partner for advice and guidance in preparing and implementing these restorative action plans.

### Post-Complaint Supports

- At the conclusion of the process, the manager/supervisor of the complainant (or another level of management if the complaint was against the supervisor) is responsible for meeting with the complainant to explore additional workplace restoration supports they may require.
- The manager/supervisor of the respondent is also responsible for having a similar conversation with their employee.
- These discussions are required regardless of whether the allegations are founded or unfounded as the goal is to ensure employees have the appropriate resources/supports to move forward constructively.
- Alternative dispute resolution options can be found [here](#) which can also be used to assist with the restoration process after an allegation has been resolved.
- Not all resources noted above are appropriate in all situations. Suitable options will vary based on the comfort level of the complainant, respondent and/or witnesses and the circumstances of the situation.

### Post-Complaint Monitoring

- The manager/supervisor(s) of the complainant and respondent is also responsible for post-complaint monitoring to ensure there are no further issues of inappropriate behaviour and to ensure there is a harassment-free workplace.
- Monitoring involves follow-up with the complainant to see if there has been a recurrence of any inappropriate behaviour or acts of retaliation.
- follow-up with the respondent, where appropriate, to assist them in moving forward.
- Managers/Supervisors are to document monitoring efforts made as well as the results of such monitoring.