

# Riverside School Board

## Procedure to Report Harassment

**(adopted at DCM on December 15, 2025)**

Each harassment complaint reported to Riverside School Board will be treated as strictly confidential and in accordance with the provisions of the Policy to Prevent Harassment.

A report or complaint must be made in writing using the form provided below for this purpose within two years of the last manifestation of the conduct to the management of the Human Resources department.

The details of incidents should be described as accurately as possible to facilitate prompt and diligent management.

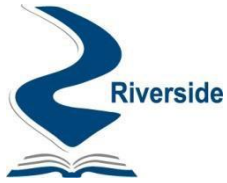
The law prohibits any form of prejudice or retaliation on the part of the employer in the context of the processing and settlement of a complaint or report.

Riverside School Board will:

- 1) acknowledge receipt of the complaint within 10 business days of receipt of the complaint.
- 2) preserve the dignity and privacy of the individuals involved, including the person who made the complaint and the subject of the complaint.
- 3) analyze the admissibility of the complaint in order to rule out complaints that are frivolous or that fall directly within the employer's management rights or that could be addressed in the context of the Dispute, Prevention & Resolution (DPR) framework.
- 4) proceed with the investigation, should the complaint be deemed admissible. The Director of Human Resources will conduct the investigation. In that person's absence or inability to act, the Secretary General will conduct the investigation. In their absolute discretion, they may have recourse to external consultants.
- 5) initiate the investigation within twenty (20) calendar days of receipt of the formal complaint, it being understood that the investigation cannot proceed without a duly completed complaint form.
- 6) allow the complainant and the respondent to be accompanied by a person representing the association or union during meetings convened pursuant to the above. However, such person will not intervene in the investigation process.
- 7) retain for two (2) years all physical evidence and destroy thereafter, said evidence should the investigation not establish there has been unacceptable behavior.

- 8) will put into place measures in accordance with the policies, collective agreements and practices of Riverside School Board should the complaint be retained. These measures may include, but are not limited to, disciplinary action such as a warning, reprimand, mandatory transfer, suspension, or dismissal.
- 9) provide the complainant and respondent with the conclusion reached.

Throughout this process, the management of the Human Resources department undertakes to provide assistance to the complainant and the respondent.



## Complaint Form (Policy to Prevent Harassment)

Name of complainant: \_\_\_\_\_ Job title: \_\_\_\_\_

Work address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Date(s) of the alleged events:

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Name of the alleged person(s) involved in harassment event(s):

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Description of the alleged events:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_