
 <p>Capilano Students' Union</p>	Procedure No.	Approval Authority
	HR-03-P	General Manager
	Procedure Name	Approval Date
	Harassment-free Workplace Procedures	April 10, 2017
	Responsible	Scheduled Review
	General Manager	April 2018

Reports and Investigations

1. The complainant makes a written report setting out the particulars of the complaint, and provides the report to the general manager, within six (6) months of the incident(s) giving rise to the complaint. A complainant shall be provided with the Harassment Reporting Form, but a complainant can provide a written report in any format, provided that the report includes at least the following items in as much detail as possible:
 - the nature of the allegations;
 - the name of the respondent;
 - the relationship of the respondent to the complainant (supervisor, etc.);
 - the date and a description of the incident(s); and
 - if possible, the names and contact details of any witnesses.
2. The general manager reviews the complaint and, if necessary, seeks out additional information to determine whether the complaint is related to harassment. If the general manager determines that the complaint is **not** related to harassment, the complainant must be advised. The general manager shall refer the complainant to alternative avenues of recourse, and may recommend alternative methods for resolution.
3. If the general manager has determined that the complaint is related to harassment, then the general manager reviews which attempts have already been made to resolve the problem, which immediate avenues of resolution are available, and takes appropriate action to resolve the complaint and to prevent recurrences.
4. The general manager may take reasonable temporary actions or measures during the course of an investigation (such as altering work schedules, restricting access to certain spaces, or prohibiting communication between the parties).
5. The general manager shall investigate any complaint of harassment in good faith, and apply due diligence with respect to any necessary investigations and determinations of appropriate actions. Appropriate actions may include, as examples, the following:
 - no action;
 - a verbal or written apology;
 - a mediated or arbitrated solution;
 - professional development; and/or
 - discipline for conduct.
6. In the event that the respondent in a complaint is a member of the executive committee or the board, then the role of the general manager shall be limited to the determination of whether or not harassment has occurred; if the general manager determines that harassment has occurred, the matter shall be referred to the executive committee for resolution (such proceedings to exclude anyone who is a party to the complaint).

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7. In the event that the general manager is the respondent in a complaint, then the vice-president, finance and services, shall be the official who receives the written report of the complaint, and who is responsible for conducting any investigations and making any determinations with respect to the complaint. If neither the general manager nor the vice-president, finance and services are able to receive a complaint because they are both parties to it, or for any other reason, then the president shall be responsible.