

ADDENDUM

Policy D.10

Vancouver Island West School District 84 WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM

This confidential form is to be used for investigating any bullying and harassment complaint(s) or incident(s).

Name of Complainant: _____
Name of Respondent: _____
Date: _____
Location: _____
Name of Investigator: _____

Person Interviewed	Other People Involved (e.g. alleged bully, witnesses)	Description of the Situation (dates, words, actions, etc.) and Impact (e.g. humiliated, intimidated)
Based on the investigation, did workplace bullying and harassment occur? Yes _____ No _____		
Reason(s) for this conclusion:		
Signature of Investigator:		Date:

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Investigation:

A bullying and harassment investigation shall:

- i. be undertaken promptly and diligently and be as thorough as necessary, given the circumstances;
- ii. be fair and impartial, providing both the complainant and respondent fairness in evaluating the allegation(s);
- iii. be sensitive to the interests of all parties involved, and maintain confidentiality to the extent possible under the circumstances;
- iv. be focused on finding facts and evidence, which should include interviews with the complainant, respondent, and any witnesses;
- v. incorporate, where necessary, any need or request from the complainant or respondent for assistance during the investigation process.

Purpose:

The purpose of the investigation is to determine what happened. The investigation should allow all affected parties to express their views and provide evidence to the investigator.

Details:

Details of the incident(s) or complaint(s) should be gathered and recorded on this investigation form using the following approach:

- i. determining whether the alleged behaviour meets the definition of workplace bullying and harassment as outlined in District Policy D.10, Respectful Workplace;
- ii. meeting with each party separately to explain the investigation process;
- iii. gathering evidence by speaking separately with both the complainant and the respondent and if they do not agree, interviewing witnesses or other involved parties and collecting all evidence including email, handwritten notes, or other records that can help inform the investigation;
- iv. reviewing the evidence and carefully considering whether the behaviour meets the definition of bullying and harassment;
- v. discussing the findings by meeting separately with both the complainant and the respondent, confidentially, to explain the investigation's findings;
- vi. taking corrective action to fully address the incident and ensure that future bullying and harassment is prevented or minimized in the workplace;
- vii. keeping a record of the investigation including the complaint details, summary of interviews, supporting documents, outcomes and findings, and record of actions taken to respond to the complaint.