



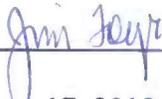
City of
**Prince
Albert**

Safety Administrative Procedure

Investigation Procedure

Prepared by: Gordon Hood, Coordinator Health, Safety and Environment

Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 6.1

Effective: August 17, 2018 **Replaces:** February 13, 2017

1. An employee who becomes aware of a situation where discrimination or harassment may be occurring is requested to notify his or her manager, the City Manager or any one person designated by the City to deal with harassment complaints. Complaints of harassment will only be accepted within 1 year of the occurrence.
2. All written complaints will be investigated promptly and confidentially.
3. All documentary information shall be retained on a file other than a personnel file.
4. All parties concerned and witnesses shall be interviewed and, where possible, written statements obtained and each interview conducted shall be documented.
5. All complaints shall be treated in confidence except insofar as it is necessary to comply with proper disciplinary procedure.
6. If an investigation determines that a Harassment complaint is frivolous or unfounded, the complaint will be dismissed.
7. Investigation findings (Breach, No Breach, or Inconclusive Evidence) will be communicated to the Complainant and Respondent in writing. Where there is a breach of the policy, investigation findings will be shared with parties necessary for the purpose of corrective action.
8. Disciplinary action for violations of this Statement of Policy and Procedure will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice). Similarly, deliberate false, frivolous or malicious accusations are of equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause. This does not apply to complaints made in good faith but which are not proven.