

HARASSMENT & DISCRIMINATION POLICY - REPORTING PROCEDURE FLOWCHART

A **Report** is for University Community members who witness or become aware of Harassment, Discrimination, Reprisal, or Systemic Discrimination.

Persons of Authority who witness or become aware of **Workplace** Harassment, Discrimination, Reprisal, or Systemic Discrimination are required to file a report. (see ¶12)

A report using the form found on the Secretariat's website is submitted to the University Secretary.

If the matter relates to a form of Sexual Violence (this includes sexual harassment) **and** involves a student, the procedure set out in the *Policy on Sexual Violence Involving Queen's Students* must be followed.

A meeting of the Intake Assessment Team is held (see ¶13)
Q: Is it determined that the Report can be investigated?

NO. The Report: contains insufficient detail; does not relate to a matter covered by the Policy; is already the subject of another process (e.g., a grievance); or does not contain claim(s), if true, that would constitute Harassment, Discrimination, or Reprisal as defined in the Policy. (see ¶17)

The Intake Assessment Team has discretion in other circumstances (See ¶ 7(e) and (f).)

The University Secretary will advise why the Report was not referred to investigation, that new information can be submitted for further consideration, and provide information about alternatives for recourse or advice. (see ¶18)

YES, the Report will be referred to the appropriate Receiving Office (see ¶10).
Q: Is the Report about systemic Discrimination?

YES. It is referred to the appropriate Vice-Principal. They or their designate will conduct an inquiry. Consultation occurs with:

- AVP (Human Rights, Equity and Inclusion) and
- the Ombudsperson

VP reports back to the University Secretary, with a copy to the AVP and Ombudsperson

No. It is referred to the appropriate Receiving Office and is investigated following the process outlined in the *Complaint Procedure*.

The investigator will issue a confidential written report.

Reporters are not normally entitled to information with respect to the outcome of the investigation unless they are involved in the implementation of that outcome.