Harassment and 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 ¶ 2)

A report using the form found on the complaints website is submitted to VP (Culture, Equity, and Inclusion).

A meeting of the Intake Assessment Team is held (see ¶ I3)

Q: Is it determined that the report can be investigated?

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.

YES, the report will be referred to the appropriate receiving office (see ¶ 10).

Q: Is the report about systemic discrimination?

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 ¶ 7)

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

The Office of Complaints and Investigations 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 ¶ 8)

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

- VP (Culture, Equity, and Inclusion) and
- The Ombudsperson VP reports back to the Office of Complaints and Investigations, with a copy to the VP 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.