

## Royal Roads University Procedure

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Effective Date:

November 1, 2013

Revision Date:

May 1, 2018

### How and when investigations will be conducted

All complaints will be promptly investigated in a confidential and objective manner. All investigations will be coordinated through Human Resources and will normally be conducted internally. In particularly complex or sensitive situations, an external investigator might be contracted.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

### What investigations will include

Investigations will include interviews with the complainant, the respondent, and any witnesses. If the complainant and the respondent agree on what happened, then the investigation will not proceed any further, and Human Resources will determine what corrective action to take, if necessary.

Where applicable, the investigation will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### Investigation roles and responsibilities

The Chief Human Resources Officer is responsible for ensuring Royal Roads University

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investigation procedures are followed.

Employees are expected to cooperate with the investigation and provide any details of incidents they have experienced or witnessed.

Human Resources will conduct investigations and provide a written report with conclusions to the Chief Human Resources Officer.

If external investigators are contracted, they will conduct investigations and provide a written report with conclusions to the Chief Human Resources Officer.

The Chief Human Resources Officer will report on formal complaints to the Vice-President and Chief Financial Officer, and the recommended actions to be taken, as appropriate.

The university's Joint Occupational Health and Safety Committee will review anonymous procedural details of Bullying and Harassment and Discrimination investigations to ensure investigation procedures are in compliance with WorkSafe BC requirements.

## Follow-up

The complainant and respondent will be advised of the investigation findings by the Chief Human Resources Officer.

Following an investigation, Human Resources and the university's Joint Occupational Health and Safety Committee will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, employees may be referred to the employee assistance program or be encouraged to seek medical advice.

## Record-keeping requirements

The university expects that employees will keep written accounts of incidents witnessed or experienced to submit with any complaints. Human Resources will keep a written record of investigations, including the findings.

## Annual review

These investigation procedures will be reviewed annually. Next review date March 2021.



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