



## **Cobourg Police Services Board**

# **REPORTING RESULTS OF WORKPLACE HARASSMENT INVESTIGATIONS POLICY**

### **Statutory Provisions:**

The Occupational Health and Safety Act, Section 32.0.7

### **Application:**

It is the Cobourg Police Services Board's policy that the results of Workplace Harassment Investigations shall be reported in accordance with the law. The Board will ensure that the results of the investigation and any corrective action are provided to the worker who allegedly experienced workplace harassment and the alleged harasser, if they are a worker employed by the Board, in writing. The results of the investigation are not the same as the investigation report.

The results of the investigation are a summary of the findings of the investigation.

The investigator of the workplace harassment complaint will prepare and provide a confidential written executive summary of the results of the investigation to the complainant and the respondent(s).

The executive summary shall consist of:

- Factual background of the circumstances leading up to the complaint;
- Description of the investigatory process;
- Brief description of the complainant's allegations;
- Brief description of the respondent(s)' response; and
- Summary of the investigator's findings and analysis.

The executive summary shall not refer to, or identify, any specific persons, witnesses, witness information or items of evidence. It shall be limited to information and comments of a general nature only.

The results must be communicated in writing within ten (10) calendar days of the executive summary being prepared to the worker who has experienced the alleged harassment and the respondent(s).

The Board must also ensure that any corrective action taken, if any (or to be taken) is communicated to the worker who allegedly experienced workplace harassment and the respondent(s), if the alleged harasser is a worker of the employer.

The amount of information provided about the corrective action will depend on the circumstances but must indicate what steps the Board has taken or will take to prevent a similar incident of workplace harassment if workplace harassment was found.

The corrective action, if any, must be communicated in writing within ten (10) calendar days of the executive summary being prepared.

#### **Administration:**

That this Reporting Results of Workplace Harassment Investigations Policy is hereby enacted by the Cobourg Police Services Board on this 19<sup>th</sup> day of May 2020 and shall take effect on this date.



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Dean Pepper, Chair  
Cobourg Police Services Board