



SEXUAL MISCONDUCT REPORTING AND RESPONSE CHECKLIST OF PROCEDURES

EMPLOYEE COMPLAINANT

For this section, the person disclosing that they have experienced sexual misconduct is the Complainant and the person against whom the allegations are made is the Respondent.

Receiving a Report

1. Be there for the Complainant in a supportive capacity.
2. Provide compassion and understanding. Recognize that the Complainant may have difficulty remembering details and may be delayed in coming forward with the allegations. This is normal when a traumatic event has occurred.
3. Listen without judgement.
4. Respect the rights of the Complainant to choose the services they feel are appropriate, including their decision to make a report to the local police agency/RCMP. If the Complainant is a student, the District is obligated to report to the School Liaison Officer and to MCFD.
5. Ensure response is aligned with the WorkSafe BC Bullying and Harassment guidelines.
6. Let the Complainant, Respondent, third party or witnesses know of their right to and responsibility for confidentiality. Advise them that while their information is confidential, the School District is obligated to share it with certain agencies or persons such as the local police/RCMP, MCFD/Delegated Authorized Agencies and Parent/Guardian (as appropriate).

Immediate Action by Principal or Designate

Actions to take	Notes/Phone Numbers	Done
Receive/gather facts and basic information from the Complainant.		
Ensure the safety of the Complainant and determine if medical attention is required.	Call 9-1-1 or local emergency number if urgent Police and /or Medical attention is required	
Do not return the Complainant or the Respondent(s) to work until a response plan, including workplace accommodations, have been established for the Complainant.		
Contact Human Resources team determine a plan about an investigation.		
Advise Complainant of the Employee and Family Assistance Program.		
Provide the number for the local Sexual Assault and Counselling Centre.		



Actions to take	Notes/Phone Numbers	Done
Provide a contact number for the local police/RCMP.		
Provide the relevant areas of the collective agreement, policies and processes the District will follow to the Complainant and the Respondent. Provide a link or hard copy. See Section on Policies and Procedures.		
Provide your contact information; establish meeting times (in person and by telephone) to ensure up to date communication and information.		
Provide an approximate timeline for the completion of any internal process such as an investigation process, including Teacher Regulation Branch process if applicable.		

SEXUAL MISCONDUCT RESPONSE PLAN WHEN THE COMPLAINANT IS AN EMPLOYEE

Knowledge of this response plan should be determined on a “need-to-know” basis ensuring protection of privacy for the Complainant. Do not return the Complainant or the Respondent to class until this plan is completed and has been communicated to all persons requiring knowledge of it. This document should be stored in a secure location designated by Human Resources.

Complainant/ Survivor’s Name:		Work location:	
Date of Incident:		Phone #:	

Worksite Action Plan

	Informed consent from the Complainant /Survivor to share this plan with co-workers or other staff as deemed necessary and appropriate
	Modify schedule if appropriate
	Alternate work location if appropriate
	Consult with RCMP if necessary

Specifics of the Work Response Plan:

Administrative Procedure 194 - Appendix 4



Date of Plan: _____

Individuals Involved in Developing Response Plan

Supervisor Name:
Complainant Name:
Human Resources Name:

List other staff/positions that may need to participate in the implementation of this response plan:

Response Plan review **date/time/location:** _____

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