



Employee Workplace Harassment/Discrimination Prevention Policy (WHDPP) WHDPP QUICK REFERENCE CHECKLIST

Please check below to ensure the most timely and effective support for your situation. Please be advised that timelines referenced in the policy may be adjusted depending on specific circumstances.

Phase	Step #	Description	"YES"	"NO"
Situation		I am experiencing behaviours from another individual as described on page 12 of the WHDPP (e.g. verbal/written, non verbal behaviours that frighten me, taunt/insult me or make me feel marginalized etc.)?	<input type="checkbox"/> Go To Step 1	
Consultation	1	I am comfortable in discussing my concerns directly with the individual exhibiting these behaviours?	<input type="checkbox"/> See "Tips"	<input type="checkbox"/> Go To Step 2
Consultation	<i>Tips</i>	<p>If meeting with the individual causing your concerns:</p> <ul style="list-style-type: none"> (i) ask the individual to meet with you in private (ii) let the person know how his/her behaviour(s) are making you feel and that you want the behaviour(s) to stop (iii) describe the objective facts of the situation and ask the individual if he/she understands your perceptions and discuss how to resolve the situation towards a collaborative resolution <p><u>If, after discussing the matter (and also allowing some time to improve the situation) you find no improvement, please Go to Steps 2 or 3 or 4.</u></p>		
Consultation	2	I am comfortable in discussing my concerns with my supervisor or principal (if appropriate), or union/federation designate <u>within my work site</u> ?	<input type="checkbox"/> Continue Step 2	<input type="checkbox"/> Go To Step 3 or 4
Consultation	3	I am more comfortable in discussing my concerns with the Manager, HRS <u>outside my work site</u> who could also advise me on dealing with the situation (i.e. either through the Workplace Harassment/Discrimination Prevention Policy or other mechanism?)	<input type="checkbox"/> Continue Step 3	<input type="checkbox"/> Go To Step 4
Consultation	4	By this step, you might have discussed your situation with the individual causing your concern(s) or with the designated individuals inside or outside your work site for support and guidance. If you still have no resolution, proceed to the Informal Resolution Process and begin by contacting the confidential Harassment Hotline 519-578-7245 for support and guidance		
Informal Resolution	5	I have contacted the Harassment Hotline at 519-578-7245 and have referred to the Informal Resolution section, working towards a resolution?	<input type="checkbox"/> Continue to Completion	<input type="checkbox"/> Go To Step 6
Formal Resolution	6	I have submitted my request to the Superintendent of HR for consideration?	<input type="checkbox"/> Continue Step 6	<input type="checkbox"/>

You may contact the Manager HRS at any time with questions about this process. Where situations may present a conflict, alternative individuals will be assigned to ensure objectivity and neutrality.