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When an employee has a concern about the inappropriate or offensive conduct of another employee at the workplace, the following steps shall be conducted in a timely manner, (i.e. as soon as practical after encountering offensive or inappropriate behavior).

1. If the concerned employee is comfortable doing so, he/she is encouraged to resolve the concern directly with other employee(s) involved. In so doing the employee who has the concern should describe the behavior that concerns him/her and his/her expectation for future workplace behavior.
2. If the concerned party elects to not confront the other employee(s) or is unable to resolve the issue directly with the other employee(s) involved, he/she should report the concern to his/her immediate supervisor or area administrator, if appropriate. The supervisor will make reasonable efforts to resolve the issue in a timely manner utilizing appropriate conflict resolution techniques.
3. If the supervisor is unable to resolve the issue in a satisfactory manner, he/she should seek assistance in the resolution from the area administrator and/or the appropriate Vice President or the Director of Human Resources.
4. Any agreements reached as a result of the conflict resolution shall be appropriately documented, up to, and including, entering the documentation in employee personnel files.
5. Offensive or inappropriate behavior not able to be resolved using this procedure shall also be documented and, where appropriate, placed in the employee's personnel file. In accordance with existing policies and collective bargaining agreements such documentation may result in disciplinary action up to, and including, termination.

See also:

Pol	2.7	Discrimination and Complaint
Proc	2.7P	Discrimination and Complaint (Procedures)
Pol	4.14	Guide to Complaint and Grievance Procedures
Proc	4.14aP	Employee Conduct (Procedures))
Pol	4.14c	Workplace Violence and Prevention
Proc	4.14cP	Workplace Violence and Prevention (Procedures)
Pol	8.22	Student Complaint and Grievance
Proc	8.22P	Student Complaint and Grievance (Procedures)