Prairie South School Division No.

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- **4.6** Following receipt of the formal, written complaint, the Central Office supervisor and Superintendent of Human Resources or designate shall investigate the complaint. Investigators must act in accordance with the following guidelines:
 - 4.6.1 The investigation commences and concludes as soon as reasonably possible

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5. Taking Action to Stop and Prevent Harassment

In taking action to stop harassment and prevent its reoccurrence, Prai(a)-13.5 (n)]TJ 0 Tc 0,

- 6.2 This action may include:
 - 6.2.1 Requiring certain contractors and their workers to accept and meet the terms of the harassment administrative procedure and removing workers who participate in harassment from the workplace.
- **6.3** Where an individual has been asked to stop abusing or harassing a worker and does not, workers are authorized to end telephone conversations, politely decline service and to ask the individual to leave the workplace.

7. Malicious Complaints

7.1 It is uncommon for someone to make a false claim deliberately, but it can happen. Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline.

8. Other Options for Complainants

- **8.1** Nothing in this administrative procedure prevents or discourages a worker from referring a harassment complaint to Occupational Health & Safety.
- **8.2** A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*.
- 8.3 A worker also retains the right to exercise any other legal avenues available.
- Reference: Section 85, 87 Education Act Human Rights Code The Occupational Health and Safety Regulations, 1996 Employment Standards Act Canadian Charter of Rights and Freedoms STF Code of Ethics