



Disclosure of Inappropriate Conduct

This form may be used:

- By employees to report alleged violations of the Manitoba Legislative Assembly Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying.
- By persons receiving disclosures to document the details of the complaint.

Sexual Harassment:

For disclosures of sexual harassment, the person receiving the disclosure must complete this form and report the disclosure to Human Resource Services (HRS).

Human Resource Services Contacts:

Carrie Perumal	Director, HRS	204-794-3963
Amanda McLaughlin	Manager, HRS	204-945-5821
Teaghan Kuly	HR Consultant	204-390-7742
Rosanna Tejeda	HR Consultant	204-945-6395

General Information:

Alleged violations should be reported in good faith, where the person making the disclosure reasonably believes they have information that can show a violation has been or is about to be committed. Employees experiencing inappropriate behaviour or witnesses who have observed inappropriate behaviour can make a formal complaint at any time, regardless of when an incident may have occurred. Complainants are encouraged to report incidents as soon as possible after they occur as this assists with the ability to investigate and/or address the issue.

Although the provision of detail through all the sections in this document can assist in better understanding the complaint right from the initiating point, **at minimum the following sections need to be completed in order to enable review and follow-up:**

- Complainant information (or see information below on Anonymous Disclosures)
- Who committed the alleged violation
- General Nature of the concern(s)

The completed form can be submitted to the employee's immediate supervisor, another level of management or to Human Resource Services. **Where there is a health and safety risk to others, the employee should first immediately contact the appropriate authorities (i.e. local police).**

If additional information needs to be included under any section of this form, this information can be completed on a separate document and attached to the form.

This document, once completed, must be stored in such a manner to protect the confidential nature of the contents.

Requesting anonymity or that no action be taken

The purpose of bringing forward a concern is to start a process that may result in constructive change. Bringing forward concerns is not constructive unless the employee is asking that the issue be addressed. All concerns brought forward are taken very seriously. If an issue is significant enough to bring forward, the employee must be aware that action may be taken to ensure the issue will be addressed, which action may include a robust evidence-based investigation process.

Disclosure of Inappropriate Conduct Form

Complainant Information (Required Section)		
Name:	Position Title:	Office/Branch:
Telephone Number:	Email Address:	
Complaint Details Verification by Complainant (if documented on their behalf): <input type="checkbox"/>	Date of Complaint:	

Who Committed the Alleged Violation? (Required Section)
Include the names, position titles and office/branch of the individual(s) who committed the alleged violation:

Witness Information
Include the names, position titles, and contact information, if applicable/available, for anyone who may have observed or have information regarding the alleged violation:

Disclosure Details
<i>Describe the details of the alleged violation, providing as much detail as possible regarding the facts of the situation.</i>
Details of the alleged violation (e.g. what was observed, who was involved, what was said or happened) (Required Sub-Section):

Disclosure Details

Describe the details of the alleged violation, providing as much detail as possible regarding the facts of the situation.

When and where did this situation happen (e.g. dates, times, and locations)?

What was happening before the situation occurred?

Did anyone respond or react to the situation (who responded, what did they say or do)?

Did the incident have an effect on anyone involved (physically, mentally, professionally)?
Please note, counselling services are available through the [Employee and Family Assistance Program](#).

Disclosure Details

Describe the details of the alleged violation, providing as much detail as possible regarding the facts of the situation.

Identify any evidence, if applicable, such as documentation, emails and photos (please attach copies of any evidence):

Has the alleged violation already been reported to anyone, and if so who and when? Include the status or outcome of the complaint, and attach copies of any written responses, if applicable:

Questions

If you have any questions or require assistance completing this form, please contact Human Resource Services.

Person Receiving Reported Concern (if applicable):

Note: If report is received verbally, the complainant should verify the information documented above before the report is submitted to Human Resource Services.

Name:	Position Title:	Office/Branch:
Relationship to Complainant(s):		Date Disclosure Received:

Human Resource Services (if applicable):

All disclosures of sexual harassment must be reported to Human Resource Services.

HRS Contact:	Date Disclosure Reported to HRS:
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Addressing the Disclosure

Next Steps
Steps taken to address the concern (i.e. formal investigation, followed steps outlined in policy):
Has this or a similar situation occurred before, and if so, what happened and when, how was it addressed?

Outcome
Description of action(s) taken, to who, and when (i.e. training/education, corrective action):
Date of follow-up meetings or communications to anyone else involved in the situation (i.e. witnesses to confirm the matter has been closed/addressed (if applicable)):
Other actions or steps that will be taken (i.e. monitoring, follow-up meetings, education/training):