

Anti-Harassment Program Process Map

Reporting Allegations

When a person feels he/she has been subjected to some form of harassment.

Report the allegation(s) to your supervisor or manager, or any member of the Ad Hoc Committee on Harassment (Committee) including the AHPM

Supervisors must report the allegation(s) to the AHPM within 48 to 72 hours of becoming aware of the incident

Gathering Information

The AHPM will consult with the complainant and or mgmt. to collect a Summary Intake Sheet of the allegations made within 5 business days

The AHPM will consult with the supervisor/ manager on any immediate actions needed while inquiries are conducted

The AHPM will work with the appropriate supervisor/manager to gather as much information as necessary for the Committee's assessment process

Assessment/Recomendations

The AHPM will prepare a summary document for the Committee's review and determination

The Committee reviews all allegations and statements provided to make the appropriate recommendations

Based on the determination from the Committee, the complaint may be referred to LR/ER or the WHC for further processing and the appropriate action

The Committee will submit its recommendations along with the "mgmt. script" and disposition letter to the parties involved to the supervisor/ manager for appropriate action.

Disposition

If harassment or inappropriate behavior is found, the supervisor/ manager will be informed and referred to LR/ER for the appropriate action

If harassment or inappropriate behavior t is not found, NO corrective/disciplinary action will be required.

Upon receipt of the Committee's recommendations, the supervisor/ manager will provide the Committee a memorandum for record on the actions taken

Complaint is closed

* Reports that are criminal and/or pose a security risk are outside the purview of the Anti-Harassment Program will be forwarded to the appropriate office for processing. The timeframe for completing the investigation/inquiry varies per case.

* Anti-Harassment Program Manager (AHPM). Workplace Violence Committee (WVC)