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/Recommendations**

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 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)