

## THE INVESTIGATION PROCESS

Investigations are fact-finding exercises where members of the investigation team review an allegation and try to determine what occurred, who was involved, and why the occurrence happened. Typically, this process will involve one-on-one interviews with individuals as well as a review of potentially relevant documents, such as e-mails, texts, video recordings, records, policies, and procedures.

### Who is Involved?

Investigations generally involve the following parties:

**Assigned Investigators (the investigation team):** The investigation team is typically comprised of two people, and may include a Human Resource Consultant, a Respectful Workplace Consultant, the department manager, and/or members of the Investigations Unit (IU).

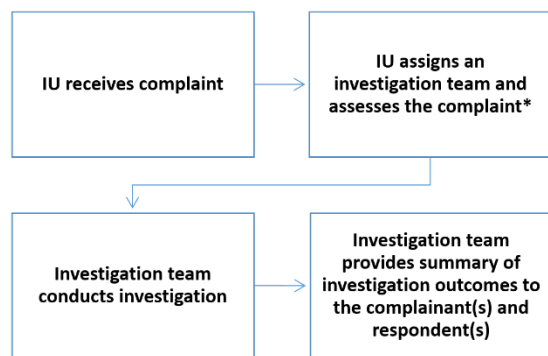
**Complainant:** A complainant is a person who alleges that they were subject to inappropriate conduct such as bullying, harassment, or discrimination, or a person who has witnessed inappropriate conduct and who submits a complaint.

**Respondent:** A respondent is a person who is alleged to have committed the violation in question.

**Witness:** A witness is an individual who has firsthand knowledge of an event and can testify that it took place.

### What are the Steps?

When a complaint of inappropriate conduct is submitted to the Investigations Unit (IU), the following major steps are undertaken:



*\*In some cases, the investigation team may determine that an investigation is not warranted and recommend other appropriate recourse.*