



Reporting Contacts and Post-Incident Supports

Contacts to support the *Respectful Workplace Policy: Addressing and Preventing Sexual Harassment, Harassment and Bullying*

This information is available in alternate formats upon request.

INTRODUCTION

Employees who have been impacted by inappropriate conduct (e.g. sexual harassment, harassment or bullying) have multiple avenues to report the behaviour or seek support and assistance.

REPORTING CONTACTS

Complaints of inappropriate behaviour can be reported to the following contacts:

Immediate supervisor or any level of management

Employees can make a complaint verbally or in writing to their immediate supervisor, to any level of management up to the Deputy Minister of their department, the Public Service Commissioner, Chief of Staff, or the Clerk of the Executive Council. Contact information for deputy ministers, including the Public Service Commissioner and the Clerk of Executive Council, can be found at:

https://www.gov.mb.ca/legislature/members/pf/deputy_ministers.pdf.

Human Resources

Incidents of inappropriate behaviour can also be reported to human resources staff in either the Public Service Commission (PSC) or the Legislative Assembly Management Commission (LAMC), as applicable:

Public Service Commission

If you are a member of the core public service of the Manitoba government as defined in [The Public Service Act](#) or Political staff as defined under Section 59(1) of the [Public Service Act](#) you may contact:

[Human Resource Business Services Centre Contacts \(Intranet Access Required\)](#)

Human Resource Business Services staff work with employees to provide human resource support. If intranet access is not available, please call 204-945-2332 to obtain this contact information.

[Investigation Unit \(IU\)](#)

Housed within the Workforce Relations Division, Employee and Labour Relations Branch, the IU acts as an internal third party reviewer and may lead or participate in investigations depending on their complexity and sensitivity. The IU reviews all complaints of inappropriate conduct submitted [online](#) and triages accordingly. For additional information, please visit: [Investigations Unit Overview](#) (Intranet access required) or contact the [Investigation Unit](#) directly.

Manitoba Legislative Assembly Human Resource Services

If you are a member of the Allied Public Service as described in Section 3(4) in the Public Service Act, which can mean one of the following groups:

- Member of the Manitoba Legislative Assembly (MLA)
- Constituency Assistant
- Employee of a Political* or Non-Political Office of the Manitoba Legislative Assembly
- Employee of the Manitoba Advocate for Children and Youth
- Employee of the Manitoba Ombudsman
- Employee of Elections Manitoba
- Office of the Auditor General of Manitoba

Please contact the Director of Human Resource Services for the Manitoba Legislative Assembly at **204-794-3963** or see the [Manitoba Legislative Assembly Reporting Contacts and Post-Incident Supports](#) for additional information and contacts.

* Staff employed in the Political Offices of the Legislative Assembly are hired under the authority of the LAMC but take direction from the relevant caucus/political office. Political staff hired/appointed by executive government or through an Order in Council (OIC) are not employees of the Legislative Assembly and should contact an applicable CSC Service Centre at the link above.

It is also recognized that employees covered by the [Respectful Workplace Policy](#) have working relationships with employees covered under the [Legislative Assembly Respectful Workplace Policy](#). The Legislative Assembly and the Manitoba government are committed to supporting respectful working relationships between all staff covered by their respective policies. If a matter comes forward involving staff covered by both policies, the Legislative Assembly and the government will work together as appropriate to address it in a way that respects the processes of each respective policy.

Respectful Workplace Advisor

This position provides respectful workplace related prevention, intervention, and restoration programs and services. The Respectful Workplace Advisor works in consultation with human resources to manage intake, assessment, intervention and

resolution processes related to respectful workplace, discrimination and harassment. The Respectful Workplace Advisor can be reached at 204-945-2077 or alia.harb@gov.mb.ca.

Other Complaint Avenues

Employees may also elect to report specific types of complaints through the following avenues:

Employee Unions

If you are a member of an employee union, you may also file a grievance in accordance with the applicable collective agreement. Please contact your union for further information regarding your rights and obligations.

The Manitoba Human Rights Commission (MHRC)

The MHRC receives complaints relating to discrimination on the basis of protected characteristics under The Manitoba Human Rights Code. For more information, please visit <https://www.manitobahumanrights.ca/complaints/complaints.html> or call 204-945-3007 (Winnipeg) or 204-726-6261 (Brandon) or 1-888-884-8681 (Toll Free).

SAFE Work Manitoba

SAFE Work Manitoba promotes workplace safety and health for employees and employers across Manitoba. To report a workplace health and safety concern, including harassment, complaints can be submitted through [Labour and Regulatory Services – Workplace, Safety and Health](#). For more information, please visit <http://safemanitoba.com> or call 204-957-7233 or 1-855-957-7233 and press 1 to reach Workplace Safety and Health staff.

POST-INCIDENT SUPPORTS

In addition to management, human resources and the Respectful Workplace Advisor listed above, the following contacts can offer additional support and advice to employees impacted by inappropriate behaviour:

Internal Supports and Resources

Employee and Family Assistance Program (EFAP)

The EFAP is a voluntary, confidential, short term counselling service. The EFAP also provides informal workplace interventions and mediation/alternate dispute resolution that can assist with workplace restoration. Please call 204-945-5786 or 1-866-668-4916 or visit <http://www.manitoba.ca/csc/aboutcsc/efap/index.html>.

Learning and Development (L&D)

L&D provides a variety of workshops related to respect at work within the Manitoba government, which can be accessed through L&D's Learning Management System at [SuccessFactors LMS](#). Workshops offered include:

- Respectful Workplace and Harassment Prevention (Online)
- Building Respectful Workplaces for Managers (two-day workshop)
- Building Respectful Workplaces for Employees (one-day workshop)

For more information, please visit <http://www.gov.mb.ca/csc/osd/> or call 204-945-2276.

Safe-Walk

The Safe-Walk Program through Protective Services ensures that all Manitoba government staff have the option of an accompanied walk from their work location to their parked vehicle or bus stop located nearby. For more information, please visit:

http://intranet.mbgov.ca/justice/pubsafe/security/Documents/PrevPro_safewalk.pdf
(intranet access required) or call 204-945-3700.

ADDITIONAL SUPPORTS AND RESOURCES

Klinic Community Health

This resource provides a full range of health related services from medical care to counselling and education. Please visit: <http://klinik.mb.ca/>

Klinic in Brandon – Manitoba Farm, Rural and Northern Support Service (MFRNSS)

This resource provides telephone and online counselling to farmers, rural and northern Manitobans. The MFRNSS houses a Rural Mental Health Resource Centre with books, videos and articles related to rural, northern, Indigenous, and agricultural mental health. Please visit: <https://supportline.ca/>

Manitoba Justice – Victim Services

This resource offers free services to victims of serious crimes including domestic violence and sexual assault.

Please visit: <https://www.gov.mb.ca/justice/vs/pubs/supportvictims.pdf>

You Are Not Alone

This website provides a range of information and resources related to sexual violence, including sexual assault, stalking, and sexual harassment. For more information, please visit:

<https://www.gov.mb.ca/youarenotalone/index.html>