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Appendix C – Investigation Procedures

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION PROCEDURES

These are the procedures for dealing with incidents and complaints of workplace bullying and harassment. Investigation procedures may vary significantly, depending on the nature and/or circumstances of the alleged incident.

1. How and when investigations will be conducted:

Most investigations at CBID will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- Be fair and impartial, providing both complainant and the respondent equal treatment in evaluating the allegations.
- Be sensitive to the interests of all parties involved and maintain confidentiality.
- Be focused on finding facts and evidence, including interviews of the complainant or respondent, and any witnesses.
- Incorporate where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2. What will be included:

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then CBID will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and Responsibilities:

The Fire Chief is responsible for ensuring workplace investigation procedures are followed. If the Fire Chief is the subject of the investigation, the Chair of the Board is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide details of incidents they have experienced or witnessed.

The Fire Chief will conduct investigations and provide a written report with conclusions to the Chair of the Board of Trustees. If the Fire Chief is the subject of the investigation, The Board of Trustees may undertake the investigation or contact with an external party to conduct the investigation.

If external investigators are hired, they will conduct the investigations and provide a written report with conclusions to the Chair of the Board of Trustees.

4. Follow-up:

The alleged bully and alleged target will be advised of the investigation findings by the Chair of the Board of Trustees.

Following an investigation, the Fire Chief and the Chair of the Board of Trustees will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

5. Record-Keeping Requirements:

CBID expects that workers will keep written accounts of incidents to submit with any complaints. We will keep a written record of investigation, including findings.

6. Annual Review:

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available in the administrative office.

Date of last review: _____