**APPENDIX “PP-E”**

**WORKPLACE HARASSMENT/VIOLENCE INCIDENT REPORT**

The purpose of this report is to initiate an investigation around an incident(s) of workplace harassment or violence occurring at Canadian Yearly Meeting.

Please complete this report and forward it in a sealed envelope marked PRIVATE AND CONFIDENTIAL to the Clerk of the Personnel Policy Committee, (personnel-clerk@quaker.ca) or in their absence the Clerk of CYM (cym-clerk@quaker.ca).

A formal, confidential investigation will be initiated upon receipt of the completed/signed report.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of individual(s) directly involved in the incident:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnesses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of the Incident (use additional page(s) if necessary):

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Staff member’s Explanation of Events:

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What impact has this conduct had on you?

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Recommendations (if any):

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Reported by (please print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Signature of Staff member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report received by:

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Date of Report:

Canadian Yearly Meeting takes every complaint of harassment or violence very seriously. A person making a complaint is encouraged to provide as much information and detail as he or she can to assist the company in handling the complaint.

Retaliation against an individual for reporting an incident is strictly prohibited.

Please note that a deliberately false or malicious complaint is considered to be a serious matter and will be subject to disciplinary action.