

## **CARLETON HEIGHTS CURLING CLUB**

### **Reporting Incidents of Workplace Harassment**

#### **Procedures for Reporting Incidents of Workplace Harassment**

- Workers should report such incidents to the Club Manager. If this report is verbal it should be followed up in writing explaining the circumstances; parties involved and when the event took place.
- The Manager will consider such complaints and engage whatever counsel may be required to deal with the complaint.
- The Manager will report back to the workers member within 24 hours with a preliminary report. This may be followed up with a further report as necessary.

#### **Investigating Incidents and Complaints**

- The Manager will conduct investigations of the incident and call in external parties as considered necessary (police, legal, medical).
- The parties to the complaint will be interviewed either by the Manager and/or the outside parties.
- The Manager will report back to workers members within 24 hours with a preliminary report on his investigation.
- A further report may be required thereafter depending upon the circumstances.