Are you managing a SPEAK HARASSMENT situation of UP! CENTRE OF **EXPERTISE** harassment at work? We are committed to supporting you What You Need To Know You are responsible to act. Support is here. Consult the Harassment Centre of Expertise (HCE) for advice and guidance: NA-HarassmentComplaint-PlainteHarcelement-GD@hrsdc-rhdcc.gc.ca, and visit the http://iservice.prv/harassment You have many potential paths to resolve the situation. The principles of fairness and confidentiality apply in all cases. How you can resolve the situation Did you consult the HCE? Consult the HCE The HCE advisors will listen and Do you feel comfortable provide you with neutral 'es No addressing the situation? expertise and guidance on how to address these difficult situations and to restore the Consult workplace. the HCE for No Yes guidance and information. To establish a trusted relationship with your employee, you should: Discuss in a private place Allow enough time Listen carefully Be empathetic and non-judgemental Inform the employee of the resolution options 2 4 Employee You, as a manager, Use the Office of Explore filing a address the formal complaint speaks directly Informal Conflict with the individual situation Management (OICM) through HCE R Did you know? Did you know? Did you know? Did you know? The OICM provides The OICM can The OICM can Before filing, • provide individual provide individual neutral, certified employees can coaching to help coaching to help practitioners to speak with an conduct facilitated you prepare for employees prepare advisor to explore discussions with for these difficult discussions or options and get conversations the parties

- Employees can seek support from their union
- through the HCE

Tools are available

mediation with the other party. (Both parties must be willing to participate in this

more information Bring your complaints forward

early

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- representative
- If things don't get resolved, employees can still file a formal complaint
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- voluntary process).
- If things don't get resolved, employees can still file a formal complaint
- Employees can seek support from their union representative or a trusted person

## Important

- If you are not comfortable addressing the situation, an HCE Advisor will • work with you or you can ask a higher level manager for support.
- Whichever option the employee decides to take, you must continue to monitor the situation.
- The HCE and your Labour Relations Advisor are available for support.

## Resources

Click below to access these resources:

