



CONSULTATION WITH SUPERVISOR Policy on Discrimination & Harassment: Prevention and Response

Options for Resolution, Limitations to Confidentiality, and Support Resources

You have notified a Supervisor about behaviour that may constitute discrimination or harassment. This document summarizes important information about your options for addressing the situation.

University Policy on Discrimination & Harassment: Prevention & Response (the “Policy”)

The Policy is available online at the following link:

http://www.mcmaster.ca/policy/General/HR/Discrimination_and_Harassment.pdf. Please contact an Intake Office, identified below, if you require access to the Policy in an alternate format.

Intake Offices

Intake Offices share responsibility for addressing matters relating to discrimination and harassment. You have the option of contacting any one of these Offices to seek assistance in addressing the situation:

Equity and Inclusion Office (available to all Community Members)

McMaster University Student Centre (MUSC), Room 212

Phone: (905) 525-9140 ext. 27581

Email: equity@mcmaster.ca

Employee/Labour Relations (available to all staff and faculty)

Gilmour Hall, Room 304

Phone: (905) 525-9140 ext. 23850

Email: elrintake@mcmaster.ca

Student Support & Case Management (available where the Respondent is a student)

McMaster University Student Centre (MUSC), Room 226

Phone: (905) 525-9140 ext. 20964

Email: sscmo@mcmaster.ca

Faculty of Health Sciences Professionalism Office (available to all Community Members in the Faculty of Health Sciences)

Michael G. DeGroote Centre for Learning (MDCL), Room 3519

Phone: (905) 525-9140 ext. 22417

Email: fhsprof@mcmaster.ca

Options for Resolution

You may choose one or more of the options below. Before doing so, please be sure to read and understand the *limits to confidentiality*, which follow this section.

Communicate Directly

You are encouraged, although not required, to make it known to the person that their behaviour is unwelcome. If you believe that communicating directly with the person could lead to an escalation of the comment or conduct, or could cause a risk to your safety, this approach is not recommended. If you are uncomfortable or unable to resolve directly with the person, you should notify an appropriate Supervisor.

Resolve with Assistance (of Supervisor and/or an Intake Office)

You may seek the assistance of your Supervisor or an Intake Office for help in addressing the situation. Approaches to resolve the matter may involve:

- fact-finding discussion, clarification of the issues, facilitated conversations, informal dispute resolution, coaching, reconciliation, workplace restoration, settlement conferences, restorative justice measures, or mediation.

File a Complaint

You may contact an Intake Office to file a Complaint in order to seek the University's formal response. An Assessment Team will make recommendations to the relevant University Decision Maker with respect to whether an investigation should take place.

Limits to Confidentiality and Reporting Requirements

If you choose to seek the assistance of a Supervisor, they are required to consult with an Intake Office for guidance and advice to address the matter as appropriate in the circumstances.

The University recognizes the importance of confidentiality and will protect it to the extent permitted by its legal obligations. Limitations to confidentiality exist when:

- an individual is at risk of harm to self or of harming others;
- there are reasons to be concerned with future violence risk or community safety;
- disclosure is required by law (for example, abuse of someone under the age of 16) or to comply with the Occupational Health and Safety Act or human rights legislation;
- evidence of the disclosed incident is available in the public realm;
- there are reporting requirements of a relevant regulatory or professional licensing body; or
- the University is subject to legal proceedings that, in the opinion of the Provost & Vice-President (Academic) or the Vice-President (Administration), in consultation with the President, require the disclosure of information.

Note: As part of the University's internal responsibility to maintain an environment free from discrimination and harassment, information shall be shared on a 'need to know' basis.

Reprisals

The University prohibits reprisal or threats of reprisal against any member of the University community who makes use of the Policy or who participates in any related process.

Time Limitations for Bringing Forward a Complaint

You are encouraged to bring forward a Complaint at the earliest opportunity, but should do so **within one year** of the date on which the last incident of discrimination or harassment is alleged to have occurred.

Support Resources and Alternative Options for Resolution

A list of campus and other resources is available at: www.mcmaster.ca/respectfulcommunity

Grievance Procedure

If you are a member of a union, you also have the option of filing a grievance in accordance with the provisions of your applicable Collective Agreement. You are strongly encouraged to consult with your union representative for advice and guidance in this regard.

Human Rights Tribunal of Ontario ("HRTO")

Individuals have the option to file an application with the HRTO. For more information regarding this option, you can contact the HRTO at <http://www.sjto.gov.on.ca/hrto/>.

Intersection with the Policy

If you choose to seek resolution through a forum external to the University, proceedings under the Policy may be permanently discontinued, disallowed, or suspended.

A representative from an Intake Office will be pleased to assist you in understanding your options and to facilitate a resolution process.