

<i>Human Resources</i>	
<i>Hate Related Incident Prevention Procedure</i>	
PURPOSE	The procedure outlines the steps to implement the Hate Related Incident Prevention Policy.
SCOPE	<p>This procedure applies to all City of Hamilton employees, including but not limited to: regular, temporary and contract employee (collectively called “employees”). This procedure also applies to volunteers, students and interns, and elected officials. Citizen advisory committees/agencies and boards, members of the public and service recipients, visitors and users of City facilities/public space and individuals conducting business with the City of Hamilton or assembling on City premises are also within scope.</p> <p>This procedure applies in all City of Hamilton facilities and buildings and properties.</p>
ROLES and RESPONSIBILITIES	
Employee	<p>Any employee who believes they have witnessed a Hate Related Incident should report the incident immediately to:</p> <ol style="list-style-type: none"> Their immediate supervisor/manager and/or; Human Rights Specialist
Supervisor or Member of Management	<p>A Manager/Supervisor who receives a complaint or who believes they have witnessed a Hate Related Incident must immediately contact the Human Rights Specialist. The Human Rights Specialist may suggest any of the following steps be taken by management:</p> <ul style="list-style-type: none"> take immediate action in the event of a real or potential threat to personal safety; and/or provide a copy of the policies and procedure to the Complainant to ensure awareness of the options under the policies, including protection from reprisal; and/or provide contact information (name, telephone number, office location) of the Human Rights Specialist to the Complainant.



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Human Rights Specialist

The Human Rights Specialist maintains a fair and unbiased attitude to all complaints, and to all those involved in complaints, at all times. The Human Rights Specialist is responsible for providing education and information concerning all forms of Harassment and Discrimination, including Hate Related Incidents, initiating efforts to resolve complaints, and investigating complaints.

COMPLAINT PROCESS

The City's complaint procedures are intended to be a timely forum to address Hate Related Incident complaints. Any costs incurred by the parties during an investigation (legal, travel, etc.) are their own responsibility. In certain circumstances, the Human Rights Specialist may engage the Labour Relations Officer or other appropriate Human Resources staff will work in coordination to resolve a matter.

Where possible, employees who believe that they have been subjected to or witnessed a Hate Related Incident should maintain a written record of the nature of the alleged conduct, date(s), time(s), behaviour, impact and list of witness(es). If the Hate Related Incident behaviour continues, the Complainant should bring the matter to the attention of the Human Rights Specialist as a complaint (see Complaint Procedures for next steps).

The Human Rights Specialist works in Human Resources and acts as an impartial advisor to any City Employee (including Management representatives). The Human Rights Specialist maintains a fair and unbiased attitude to all complaints, and to all those involved in complaints, at all times. The Human Rights Specialist is responsible for providing education and information concerning all forms of Hate Related Incidents, initiating efforts to resolve complaints, and investigating complaints.

a) Complaint Assessment Phase

Once a complaint has been received, the Human Rights Specialist shall assess the complaint to determine appropriate next steps. This may involve a preliminary fact finding process to ascertain:

- Type of behaviour complained about and whether it is covered under the Hate Related Incident Prevention Policies or Procedure
- Severity of the situation
- Identification of parties to make initial inquiries with



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(i.e. Complainant, Respondent, Management, Witnesses)

- Whether other initial steps need to be taken (i.e. Police involvement, involvement of Health, Safety and Wellness Specialist, separation of parties to the complaint etc.)
- Whether or not there is a need to intervene further on an informal basis or to investigate

At any point during the Assessment Phase it may be determined by the Human Rights Specialist that no intervention from Human Resources is required or that an investigation into the matter is not required. The Human Rights Specialist has discretion to decide not to intervene or investigate or may discontinue an intervention or investigation, or may refuse to take action on any complaint in situations where:

- the complaint is made more than one year after the date of the last incident of hate related incident or behaviour;
- the complaint is determined to be trivial, frivolous, vexatious or made in bad faith;
- the actions complained of have also been the subject of criminal charges;
- the action(s) complained of do not fall within the definitions of Hate Related Incident or Hate Related Behaviour as defined in the Hate Related Incident Prevention Policy;
- an adequate remedy already exists;
- the issue is most appropriately addressed by another area of the organization;
- having regard to all the circumstances, further investigation of the matter is deemed unnecessary

For the purposes of the Hate Related Incident Prevention Policy and Procedure, fact-finding conducted during the Assessment Phase of these complaints may also satisfy the Occupational Health and Safety Act requirement that “an investigation is conducted into incidents and complaints of workplace harassment that is confidential in the circumstances.”

b) Complaint Investigation Phase

The Human Rights Specialist has discretion to require a signed written complaint from the person making the complaint before an investigation may begin. The written complaint should be submitted to the Human Rights Specialist setting out in detail the nature of the complaint, any information in support of the complaint including the specific incidents of Hate Related Incident behaviour and the names

of possible witnesses.

The Human Rights Specialist will conduct investigations unless otherwise noted.

Investigations may also be undertaken by an external investigator engaged by the City. Any investigation of a complaint made against a member of Council or a Senior Manager will be carried out by an external investigator.

The City of Hamilton may be obligated to proceed with an investigation in the absence of a formal written complaint if the allegation(s) constitute a violation of the Hate Related Incident Prevention Policy. In these cases, the City of Hamilton will proceed with an investigation, with the intent of stopping the alleged behaviour and/or preventing further incidents from occurring if there has been a violation of the policies.

Complaints are investigated by interviewing the Complainant(s), the Respondent(s), any witnesses and reviewing any available documentation. An investigation report should normally be completed within 90 days after a written complaint has been filed. The length of an investigation depends on many variables including but not limited to, the number of witnesses, complexity of the investigation, workplace schedules etc. If a report cannot be completed within the established timelines of this procedure, the parties to a complaint will be advised of the delays and any reasons why. It is incumbent on all parties to a complaint to arrange schedules or support persons so as not to delay the process.

In some circumstances, special arrangements may be advisable (where possible) to separate the Complainant and the Respondent in the workplace, temporarily re-locate either party to a complaint, or re-assign alternate duties to either party to a complaint (depending on the circumstances), pending the results of an investigation. The Human Rights Specialist may recommend and facilitate such arrangements.

Any Employee (including Manager or Supervisor) interviewed by the Human Rights Specialist is entitled to be accompanied by one other person of their choice, as a support person. The Human Rights Specialist will make every effort to determine the identity of the support person prior to the meeting, to ensure that the presence of that particular support person would not present a conflict of interest in regard to the ongoing investigation. Unionized Employees may be supported by their respective unions. Employees are also



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encouraged to utilize the City's Employee and Family Assistance Program for additional support or Lifespeak resources available on the City's e-Net.

Respondent(s) to any complaint being investigated are entitled to know the allegations against them and have the opportunity to respond in full. A written notice of the complaint will be provided to the Respondent, with the general allegations. If necessary, statements from the Respondent(s) are disclosed back to the Complainant(s).

Interviews will be arranged and completed with witnesses and any other individuals who may have information pertinent to the investigation, as deemed necessary by the Human Rights Specialist. In certain circumstances, the Human Rights Specialist may determine that a witness(es) will not be interviewed. At the end of each interview, Complainant(s), Respondent(s) and witness(es) will be asked to review the notes describing the interview and initial them to indicate accuracy. The Human Rights Specialist has the authority to access documents relevant to the complaint.

**c) Complaint
Investigation
Findings Phase**

The Human Rights Specialist will consider all the evidence gathered and decide whether or not there has been a violation of policy using the standard of proof called the "balance of probabilities".

Once the investigation is complete, the Human Rights Specialist will forward a report of the findings to the Executive Director, Human Resources and the General Manager (or designate) of the affected department along with recommendations for consideration.

The General Manager of the affected department will forward to the Human Rights Specialist, within ten working days after receiving the recommendations, a letter stating the action taken or to be taken in response to the findings of the investigation.

The Complainant(s) and Respondent(s) will be given a written summary of the findings resulting from the investigation.

**d) Complaints Against
Elected Officials**

In addition to the steps under "Complaint Procedures" the following applies to complaints from Employees, Consultants, Volunteers, Students and Interns against elected officials of the City of Hamilton:

- The Employee may bring the matter to the attention of



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the Human Rights Specialist, the General Manager of their department or their Supervisor, Manager or Director. The Supervisor, Manager or Director shall immediately inform the General Manager of the department of the complaint.

- The General Manager of the Employee's department and the Human Rights Specialist shall consult with the Executive Director, Human Resources and the City Manager.
- Employees of the City of Hamilton shall not conduct the investigation of any complaint against an elected official. The Executive Director of Human Resources shall refer the matter to the Integrity Commissioner and shall advise the Integrity Commissioner that, where an investigation is to be conducted, Human Resources will retain a third party Human Rights Investigator. The third party Human Rights Investigator will gather and examine the facts relating to the complaint and make the findings and recommendations to the Integrity Commissioner. A matter referred to the Integrity Commissioner pursuant to this Procedure shall be deemed a complaint to the Integrity Commissioner duly filed under the Integrity Commissioner By-law, and the Integrity Commissioner shall report, as appropriate, pursuant to the Integrity Commissioner Bylaw.
- Where a Human Rights Investigation has been conducted, no further investigation may be conducted by the Integrity Commissioner.
- Where the Executive Director of Human Resources, in consultation with the Human Rights Specialist, determines that no third party investigation is warranted, the Executive Director of Human Resources shall refer the complaint to the Integrity Commissioner to carry out a similar procedure used by the Human Rights Specialist in Human Resources for Assessment and Resolution (by the Integrity Commissioner), and the Integrity Commissioner shall report, as appropriate, pursuant to the Integrity Commissioner Bylaw.

e) Complaints Against the City Manager

In addition to the steps outlined under "Complaint Procedures", the following applies to complaints from employees against the City Manager:



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f) Complaints Against a General Manager

- The employee may bring the matter to the attention of the Human Rights Specialist, the General Manager of their department or their Supervisor, Manager or Director. The Supervisor, Manager or Director shall immediately inform their General Manager of the complaint.
- The General Manager of the employee's department and the Human Rights Specialist shall consult with the Executive Director, Human Resources and they shall jointly provide a confidential report advising of the complaint to the Mayor and Members of the Audit, Finance and Administration Committee.
- Employees of the City of Hamilton shall not conduct an investigation of any complaint against the City Manager.
- The Mayor and Members of the Audit, Finance and Administration Committee shall retain an external human rights investigator to gather and examine the facts relating to the complaint and to make findings and recommendations.
- The external investigator shall report their findings and recommendations for action to the Mayor and to the Audit, Finance and Administration Committee. The Mayor and the Audit, Finance and Administration Committee shall provide City Council with a report summarizing the findings and recommendations for appropriate action.
- If the investigation substantiates in whole or in part that the City Manager violated any City policy on harassment and discrimination, including Hate Related Incidents, City Council shall determine an appropriate sanction.
- When City Council has determined what action, if any, will be taken against the City Manager, the Mayor shall provide a written summary of the findings resulting from the investigation to the Complainant(s).

In addition to the steps outlined under "Complaint Procedures", the following applies to complaints from Employees against a General Manager:

- The Employee may bring the matter to the attention of the Human Rights Specialist, or their Supervisor, Manager or Director, or to the City Manager. If the



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matter is brought to the attention of the Human Rights Specialist or Supervisor, Manager or Director, it shall immediately be directed to the City Manager.

- Employees of the City of Hamilton shall not conduct an investigation of any complaint against the General Manager. The City Manager will retain an external human rights investigator to gather and examine the facts relating to the complaint and to make findings and recommendations.
- The external investigator shall report their findings and recommendations for action to the City Manager who will determine the appropriate action.
- When the City Manager has determined what action, if any, will be taken against the General Manager, the City Manager and Executive Director of Human Resources shall provide a written summary of the findings resulting from the investigation to the Complainant(s).

**g) Allegations
Involving Members
of the Public**

If non-City persons are deemed to have violated the City's Hate Related Incident Prevention Policy, all reasonable efforts will be made to stop the Hate Related Incident behaviour which may involve, banning a person(s) from City facilities, issuing trespass notices, refusal to continue to provide City services, involvement of internal legal services or police involvement.

**h) External
Investigations**

In complaints where an external investigator is retained, the external investigator shall have regard for the City of Hamilton's Hate Related Incident Prevention Policy, the Harassment and Discrimination Prevention Policy, the Personal (Workplace) Harassment Prevention Policy, the Procedure for Resolving Harassment & Discrimination Issues relating to those policies and any relevant law. The external investigator may modify the investigation process as appropriate to the circumstances, subject to the review of any modifications with the Human Rights Specialist, and shall make determinations with regard to applicable policies, procedures and any relevant law.



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i) Confidentiality


All information about complaints is confidential. Employees who are involved in any way in complaints or incidents of Hate Related Incident must not disclose to anyone in the workplace the details of the complaint or incident, except as required by this procedure and the City's policies on Hate Related Incidents. Confidentiality extends to all records relating to complaints, including but not limited to, records of meetings, interviews and investigation results. Breaches of confidentiality may be subject to appropriate disciplinary action up to and including termination of employment.

The Human Rights Specialist will retain documentation related to complaints in a secure file for seven years from the date of the complaint. All records are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and may be subject to disclosure under the Act, or to a court of law.

j) Request for Review

Either the Complainant(s) and/or the Respondent(s) may make a Request for Review of the findings of the investigation if they have new and relevant information that was not previously available or have substantive reasons why the findings were not reasonable. The intent to file a Request for Review must be made known to the Human Rights Specialist in writing within ten calendar days of the date the parties were notified of the findings. Thereafter, there will be a discussion between the person(s) making the Request for Review, and the Human Rights Specialist as to when the request must be submitted (never to exceed more than 20 calendar days from the date of this discussion). The Request for Review must include a statement of the reasons why the findings of the investigation were not reasonable and should be re-considered. If the Request for Review does not include new and relevant information that was not previously available or does not provide substantive reasons why the investigation findings were not reasonable, the Executive Director, Human Resources shall deny the request.

If it appears that there are substantive grounds to reconsider the findings of the investigation, Complainant(s) or Respondent(s) will be informed that a Request for Review has been made and will be given an opportunity to reply. The Executive Director, Human Resources will make a final

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COMPLIANCE	<p>Any Employee who is found to have violated this Procedure or any of its associated Policies will have this matter referred to Labour Relations for determination of appropriate disciplinary sanctions according to the severity of the actions, up to and including termination of employment.</p> <p>Any member of the public, including citizen volunteer advisory committees, agencies and boards, service users, etc. who is found to have violated this Procedure and its associated Policy will have the matter referred to Legal Services for determination of appropriate steps dependent on the severity of the actions, up to and including legal action and prosecution.</p>
RELATED DOCUMENTS	<p>The following related documents are referenced in this Procedure:</p> <ol style="list-style-type: none"> 1. <i>Hate Related Incident Prevention Policy</i> 2. <i>Harassment and Discrimination Prevention Policy</i> 3. <i>Harassment and Discrimination Prevention Procedure</i>
CONTENT UPDATED	<<YEAR-MM-DD>>
HISTORY	<p>The following people and groups were consulted in the creation or revisions made to this Procedure:</p> <ul style="list-style-type: none"> • TBD
APPROVAL	<<YEAR-MM-DD>>