

# Inquiry

## CONSULTATION

Employees are welcome to consult with WPI to explore their options regarding incident(s) relating to incivility, harassment, and/or discrimination.

WPI can be engaged in a variety of methods. Employee can contact WPI directly, or through other stakeholders at the University, including local HR office, central Division of People, Equity, Strategy & Culture.

## INTAKE

WPI meets with employees and makes an informed decision on how to proceed to restore the workplace environment.

## TRIAGE

WPI reviews and assesses a complaint against the University's Policy Framework (i.e. Workplace Harassment Program and related Guidelines). If applicable, WPI connects with local HR office to gather information.

At the end of the triage stage, WPI presents options available to the employee.

# Action

## INFORMAL INTERVENTION

Raise a Concern with WPI at an early stage, looking for an informal resolution.

WPI works with complainants, respondents, and others to achieve an outcome without proceeding to an investigation. (i.e., facilitated discussion, education and training, mediation, and departmental reviews).

## FORMAL INVESTIGATION

Following a formal complaint submission. Where concerning interaction(s) involving a complaint of incivility, harassment or discrimination have been brought to WPI's attention between employees, or between employees and the University community.

## FORMAL RESTORATION

All involved parties work with WPI to move forward in a way that improves and rebuilds employee engagement and productivity, in a healthy and respectful way.

# Outcome

## RESOLUTION

WPI works with employee and other stakeholders to help establish a healthy, respectful, and productive workplace that is inclusive and equitable.

Workplace Investigations is committed to advancing a respectful workplace for all members of our community, free of incivility, harassment, and discrimination.

Learn more at <https://uoft.me/wpi>