INTAKE FORM FOR HARASSMENT ASSESSORS

This document should be used by Assessors in conjunction with the complaint form available on the University’s website (http://www.mcgill.ca/harass/files/harass/a14_eng_complaint_form_2015.pdf).

An Assessor should have the COMPLAINT FORM, the Policy, and this intake form handy when meeting or speaking with the Complainant for the first time.

Clarify your role:

S. 5.2: *The mandate of an Assessor shall be to receive a Complaint, investigate it, and to submit a report of the results of the investigation in writing to the Provost.*

S. 5.3.1: *A complaint must be made in writing*
  
  o This is a good opportunity to introduce the Complaint form as a necessary and useful tool.

S. 5.3.5: Inform the Complainant (and the respondent when the time comes) that they have a right to be accompanied by an Advisor (s. 2.1: Advisor means: a Member of the University Community who has agreed to act in an advisory capacity.)
  
  o This is a good way to underscore that an Assessor does not play an advisory role to complainants or respondents.

S. 5.4: Before any investigation, the Assessor must attempt an informal resolution through any means deemed appropriate in the circumstances.

About Confidentiality:

S. 5.2.3: To the extent allowed by law, Assessors shall preserve confidentiality in the handling of all enquiries and Complaints.

S. 5.7.1.1: All decisions, records and files shall be kept confidential and held for a minimum of ten years after the closing of the file and then destroyed unless further proceedings were initiated.

S. 5.7.4: The Complainant, the Respondent, the Advisors and all other persons involved in the investigation shall maintain confidentiality throughout the process.

Provide general information:

HOW DOES THE PROCESS WORK: refer them to

ALTERNATIVE RE COURSES: refer them to
https://secureweb.mcgill.ca/secretariat/policies/hr/harassmentsexualharassment
  o See also Section 1.3: Subject to Section 5.4.2 and 5.5.5, nothing in this Policy precludes
    either party from exercising any internal or external recourse available.
  o See also Section 1.3.1: In the event that a Complainant should concurrently seek
    resolution of a Complaint under any other internal or external recourse, any Complaint
    submitted under this Policy shall be deemed to have been withdrawn.

COLLECTING RELEVANT INFORMATION – using the COMPLAINT FORM:

STEP 1: Establish parties to the Complaint: Use Part A of the Complaint form

  Complainant: collect information under question A1
  Respondent: collect information under question A2

STEP 2: Establish the nature of the Complaint: Use Part B of the Complaint Form

  Go over the definitions with the complainant

STEP 3: Relevant Time frame: Use Part C of the Complaint Form

  See S. 5.3.2: An Assessor shall not consider a Complaint where the action, behaviour, conduct or
decision which is the subject of the Complaint occurred more than one calendar year prior to the
date of the Complaint. Nevertheless, in such circumstances a Complainant may exercise another
available recourse in accordance with Section 1.3

STEP 4: Description of Complaint: Use Part D of the Complaint Form

  The Complaint must be submitted in writing.
  Suggest to the Complainant that a factual account with numbered paragraphs will be most
helpful to the process. Each paragraph should describe a discrete event/incident. Numbered
paragraphs will assist the Assessor in her/his investigation and report-writing and will encourage
precise responses from the Respondent, who has a right to respond to the Complaint.

STEP 5: Persons to Interview (Witnesses): Use Part E of the Complaint Form

  Part F (Alternative Recourses) will have been discussed at the outset and you can refer them again to
https://secureweb.mcgill.ca/secretariat/policies/hr/harassmentsexualharassment and can be validated
again at the end.

  Part G (Acknowledgement by Complainant) will have been covered at the outset and should be
validated by the Complainant at the end.