



# Procedures respecting appeals to Council of decisions of Executive Committee made under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace

## Policy 1.7

<b>Section:</b>	Administration		
<b>Approved By:</b>	Council	<b>Public:</b>	Yes
<b>Approved Date:</b>	March 27, 2015	<b>Review Schedule:</b>	Every 3 Years
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### Policy

1. Wherever the Executive Committee is referred to in this Policy, it refers to the Executive Committee in its capacity as the Staff Relations Committee.
2. An appeal of a decision of the Executive Committee made under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace must be made in writing and delivered to the office of the College to the attention of either the President or the Vice-President.
3. An appeal must be received by the President or Vice-President within fifteen (15) days of when the decision was deemed to have been received by the appellant under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be. If an appeal is not received within this time frame, the decision is final and binding on the parties.
4. The President or Vice-President will acknowledge receipt of any appeal properly made in accordance with this Policy (hereinafter referred to as an "Appeal"). The President or

Vice-President will promptly inform, in writing, the other parties involved in the complaint made under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be, of the receipt of any such Appeal, by delivery, if practicable, or by registered mail, if delivery is not practicable. The President or Vice-President will give the appellant and the other parties notice of when Council intends to deal with the Appeal.

5. The appellant and the other parties will be given at least fifteen (15) days to submit written materials to Council in support of or in response to any Appeal.
6. Council may extend or abridge any time prescribed by this Policy on such terms as are just.
7. Council will resolve any Appeal as expeditiously as it can, based on the written materials filed with it. Unless Council specifically permits it, no appellant or other party will be allowed to address Council in support of or in response to any Appeal.
8. Upon its consideration of any Appeal, Council may:
  - a. dismiss the Appeal; or,
  - b. allow the Appeal, and:
    - i. refer the matter back to the Executive Committee for further investigation and decision under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be; or,
    - ii. make any decision that the Executive Committee could have made under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be.
9. Any decision made by Council in respect of an Appeal is final and binding on the parties.
10. No decision made by the Executive Committee under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be, is effective until the expiry of the appeal period referred to in section 3, above, or, in the event of an Appeal, until the Appeal is disposed of by Council in the manner referred to in section 8 above. Notwithstanding the foregoing, this does not preclude the Executive Committee from making an interim decision under the Policy and Program regarding workplace harassment or the Policy and Program regarding violence in the workplace, as the case may be, which will be effective until the expiry of the Appeal period, or, in the event of an Appeal, until the Appeal is disposed of by Council.