

Procedure Number:	8002p
Procedure Title:	Conflict Resolution
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2023
Next review date:	June 30, 2026

1. Purpose

1.1. These Procedures are designed to support Policy No. 8002, Conflict Resolution.

2. Definitions

2.1. Refer to the definitions in Policy No. 8002, Conflict Resolution.

3. Informal Conflict Resolution Process

3.1 Employees can speak directly with the Employee(s) involved and attempting to resolve the matter between them.

3.1. Employee's can inform their supervisor to report workplace concerns or disputes.

3.2. Employee's may also email Hr diary directly to report workplace concerns or disputes for support on resolving the conflict informally.

4. Formal Conflict Resolution Process

4.1. Employees must provide as much information as possible when reporting workplace concerns or disputes, including:

4.1.1. particulars of the dispute or concern;

4.1.2. the names of the people involved and any witnesses;

4.1.3. where and when the events occurred (if applicable);

4.1.4. any attempts that have been made to resolve the matter; and

- 4.1.5. any relevant paper or electronic records or documents (*e.g.*, emails, handwritten notes, text messages, photographs, etc.).
- 4.2. If an investigation is conducted, all employees who are involved in the conflict or dispute are entitled to a fair hearing. They will be interviewed, as well as any other witnesses. The respondent will be given the details of the complaint, and will be provided with a reasonable opportunity to respond. All participants must cooperate with any investigation and provide any details of incidents they have experienced or witnessed.
- 4.3.