

POLICY TO PREVENT HARASSMENT AND PROMOTE A HEALTHY AND SAFE ENVIRONMENT SUMMARY OF PROCESS FOR CURRENT AND PAST STUDENTS AND EMPLOYEES

QUESTIONS, PROBLEMATIC OR UNCOMFORTABLE SITUATIONS



Contact **Caroline Lemay**, an independent specialist designated by NTS.
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INFORMAL PROCESS

FORMAL PROCESS

OPTION 1
LISTENING AND ADVICE

Discuss the situation and your options with the Ombudsperson.
Address the problematic situation in a proactive manner.

OPTION 2
SUPPORT

Benefit from the Ombudsperson's expertise to help you resolve any impasse through constructive dialogue with the other person involved, as conditions allow.

OPTION 3
FORMAL COMPLAINT

Have your attempts to resolve the dispute via an informal process failed? You wish to lodge a formal complaint? Please complete the complaint form.

The Ombudsperson informs the CEO and recommends an admissibility investigation.
If the complaint is deemed founded, an administrative investigation is initiated.
The party identified in the complaint is informed and benefits from the principles of due process.

ASSESSMENT AND RECOMMENDATIONS

The Ombudsperson prepares an investigation report to assess the underlying facts of the complaint and forwards it to the CEO.

INVESTIGATION REPORT, FINDINGS, DECISION AND CORRECTIVE MEASURES