Values and Ethics Commissioner COMPLAINT PROCESS

COMMISSIONER
RECEIVES COMPLAINT

If the complaint is submitted to another component, Commissionel is informed prior to launch of investigation

INITIAL REVIEW BY COMMISSIONER

REFERRED FOR INFORMAL RESOLUTION

(if complainant agrees)

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REFERRED FOR INVESTIGATION

(P&C, Finance or other) (some cases could be kept by commissioner for investigation)

COMPLAINT NOT RECEIVABLE

- because of insufficient facts no reasonable grounds or trivial or vexatious nature
- for reasons of jurisdiction (e.g.: facts covered by JSP, policy on workplace violence or grievance process) – referred to appropriate process

IF UNSUCCESSFUL

COMPLAINANT AND SUBJECT WILL BE NOTIFIED BY THE SECTOR INVESTIGATING

- 1- that an investigation has been launched
- **2-** to whom the investigation has been assigned and how to contact that person
- **3-** of their respective rights and responsibilities

P&C, AND LEGAL WHEN REQUIRED, MAKE RECOMMENDATIONS TO MANAGEMENT OF MEASURES TO BE TAKEN IN CASES OF INVESTIGATIONS UNDER THE DISCLOSURE OF WRONGDOINGS POLICY (WHISTLEBLOWER POLICY) THE PRESIDENT DETERMINES WHAT MEASURES WILL BE TAKEN

THE COMPLAINANT AND THE SUBJECT ARE INFORMED WHEN THE PROCESS IS FINISHED

THE FINAL REPORT IS SENT TO THE COMMISSIONER

THE COMMISSIONER IS ALSO INFORMED BY P&C OF THE REMEDIAL AND/OR DISCIPLINARY STEPS TAKEN