

Sample Full Day Agenda

Investigating Harassment Complaints in the Workplace

8:30 – 9:00 a.m.

Workshop Sign-in

9:00 – 9:15 a.m.

(I) Workshop Orientation

Welcome, Introductions

Housekeeping Items

Workshop Objective Review

Overview of the Ontario *Human Rights Code* and
Occupational Health and Safety Act

9:15 – 10:30 a.m.

(II) Why Investigate?

Employer Liability

The Duty to Act, “Due Diligence”

Role of the Investigator

Evidentiary Considerations:

o What is Evidence?

o Standards and Burden of Proof

o Weighing of (Best) Evidence

10:30 – 10:45 a.m.

BREAK

10:45 – 11:30 a.m.

Case Studies: Initial Overview

11:30 – 12:00 p.m.

Case Studies: Group Discussion

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Investigating Harassment Complaints in the Workplace

12:00 – 12:30 p.m.

Lunch

12:30 – 2:30 p.m.

(IV) The Investigation

Group Work:

Preparation, Focus and Other Considerations

The Investigation File

Establishing a Witness List

The Interview: Statement Taking

Note-Taking Tips

Review of Sample Statement

2:30 – 2:45 p.m.

BREAK

2:45– 3:30 p.m.

**(V) Dealing with the Investigation Findings
(Post-Investigation)**

The Investigation Report/Case Analysis

Purpose

Format

Tips for Writing

Recommendations/Resolutions

Concluding the Investigation

3:30 – 4:00 p.m.

(VI) Wrap-up Session

Final Discussion Q&A

Summary and Closing Comments