DOWN DISTRICT COUNCIL
HARASSMENT– FORMAL PROCEDURE

1 COMPLAINANT
Complaint made in writing

2 INVESTIGATING OFFICER
Selected by Human Resources

3 INITIAL MEETING - COMPLAINANT
- Clarify & formally record nature of complaint
- Ensure complainant is aware of next stage of procedure. Advise the complainant of the right to be accompanied by an accredited trade union official or work colleague at the investigatory meeting
- Advise complainant not to communicate directly or indirectly with alleged harasser in relation to the complaint

4 INITIAL MEETING –ALLEGED HARASSER
- Outline nature of complaint and confirm that it is being handled under the formal procedure
- Ensure that the individual is aware of next stage of procedure
- Advise alleged harasser of the right to be accompanied by an accredited trade union official or work colleague
- Advise alleged harasser not to communicate directly or indirectly with the complainant in relation to the complaint
- In the case of serious harassment being alleged, inform harasser of any decision to use precautionary suspension while carrying out investigation

5 Send an outline of the complaint in writing to alleged harasser

6 Arrange Formal meetings with complainant, alleged harasser and any person who can assist with the investigation, including the manager of the complainant and of the alleged harasser within 10 working days of complaint being received to establish facts.

7 INVESTIGATE THE FACTS

8 PREPARE WRITTEN REPORT
Investigating Officer

9 COMMUNICATE to
- Line Manager (or other Officer if appropriate)
- Complainant (advise of right of appeal where alleged harasser is found not guilty of harassment)
- Alleged Harasser

10 ACTION AS APPROPRIATE eg

Provide Counselling or Training to the Complainant and/or Harasser

Disciplinary Action/Management action or take no further action

Time Limits: every effort should be made to hold all meetings to establish the facts within 10 working days of the date of the complaint being received, with the full procedure being completed within 25 working days from that date. However, at times there may be a need for flexibility of time frames.