

Mohill Family Support Centre CLG recognises that it may not always be practical or possible to use the informal procedure - particularly where the bullying/harassment is of a serious nature. In such instances, the employee should use the formal procedures outlined below.

3.2 Formal Procedures

The following steps must be followed when making a formal complaint:

- STEP 1: The individual should make the complaint in writing to their Line Manager naming the alleged perpetrator, detailing incidents and identifying any witnesses. If the complaint relates to their Line Manger the complaint should be submitted to a member of the Staff Liaison group;
- STEP 2: In the interests of natural justice the alleged harasser will be notified in writing of the nature of the complaint and advised that they will be afforded a fair opportunity to respond to the allegation(s);
- STEP 3: Designated members of the Staffing Liaison group, or their representatives, will interview the complainant to explore the possibility of resolving the issue through mediation;
- STEP 4: If mediation is deemed to be inappropriate or the mediation process has proved to be ineffective, an investigation to determine the facts will be conducted by designated members the Staffing Sub-group, or their representatives. The investigation will be conducted within 15 working days and with due consideration for the need for confidentiality and discretion. As part of the investigation, interviews will be held with the complainant, the alleged perpetrator(s) and any witnesses or relevant persons.
- Both parties have the right to be represented by a person of their choice at the interview;
- STEP 5: When investigation has been completed both parties will be informed in writing as to whether the complaint has been upheld;
- STEP 6: Both parties will be given the opportunity to comment on the findings of the investigation before any action is decided upon.

4. Outcome of the Complaint

If the complaint is upheld, the following actions will be taken:

- The appropriate disciplinary action will be taken up to and including termination of employment;
- Records of any warnings for bullying or harassment will remain on the employee's file and will be considered if similar allegations occur in the future;
- If the complainant is dissatisfied with the outcome of the investigation they may appeal the decision in writing to the Chairperson of the VBOD - **within 5 working days**. The Chairperson will consider the appeal and the decision will be issued in writing within 5 working days;
- Retaliation against an employee for complaining or taking part in an investigation concerning bullying or harassment will be dealt with under the disciplinary procedure.

Signed by the Chairperson: 

Date: 4/4/18

Signed by Committee Member: 

Date: 4-4-18