

# Discrimination and Harassment Prevention Services (DHPS)

## Intake of Formal Complaint & Pre-assessment Process:

The formal complaint intake process is complainant driven and supported by a Third Party under DHPS.

### SUBMIT

Complaint submitted via online ticket (via DHPS website).

### RECEIVE AND ACKNOWLEDGE

DHPS acknowledges receipt of complaint. DHPS to provide complaint process support to Complainant.

### NOTIFY

DHPS to notify and provide a copy of the complaint to People Leader from College/Unit in which the complaint resides. DHPS also to provide a copy of the complaint to Employee & Labour Relations Specialist, Faculty Relations, and/or HR SBA.

### PRE-ASSESSMENT

DHPS to pre-assess the nature and facts of the complaint by applying the prima facie standard/test against the USask Discrimination and Harassment Prevention Policy and/or applicable Provincial Legislation.

### COMMUNICATE

DHPS to issue written pre-assessment to the People Leader, Employee & Labour Relations Specialist, Faculty Relations, and/or HR SBA.  
Note: Complainant has been made aware of this step and that the People Leader will be in contact with Complainant and Respondent.

### RECORD

DHPS to maintain a record of complaint.

# Formal Complaint Process:

**People Leader:**

Receives formal complaint and outcome of pre-assessment (copy to Employee & Labour Relations Specialist, Faculty Relations, and/or HR SBA); Employee & Labour Relations Specialist and/or Faculty Relations supports the People Leader and HR SBA to determine what further action/next steps, if any, are appropriate and/or required in the formal complaint process.

With the support of Employee & Labour Relations and/or Faculty Relations, the People Leader and HR SBA will notify and engage with Complainant and Respondent, as appropriate, throughout the formal complaint process.

