

Maritime College of Forest Technology  
ISP Policies and Procedures

**LANGUAGE PROFICIENCY and CREDENTIAL ASSESSMENT POLICIES**

- Academic requirements are set at college or university level English 11 and 12
- International applicants will be evaluated on an individual basis. Admission requirements for MCFT will be that of the standards set for Canadian provinces.

**MCFT's STUDENT'S GOOD STANDING POLICY**

**ACADEMIC STANDARDS**

- MCFT is unique from an academic perspective in that students may graduate with one failed credit (certain conditions apply). In addition, students are also afforded the opportunity to rewrite final exams hereafter referred to as supplemental exams (certain conditions apply).

Grandfathering-in clause

- Periodically during the summer hiatus, this Academic Student Policy will be revised. New revisions will become active with the first enrolment of new or returning students following the introduction of the revisions. All Students will be expected to adhere to any revisions.

The passing grade for most subjects is 60% however;

- Students are required to maintain an overall weighted average of at least 65% in class and field work, in each semester. Students who fail to maintain an average of 65% in a semester will be required to \*immediately withdraw from the program and residence.

Students will be able to graduate carrying one (1) failed credit.

**\*For the purpose of this policy "immediately" will refer to a 24 hour period and is at the discretion of the Executive Director.**

Students maintaining an overall weighted average of 65% or above may continue to the next semester. The student's continuation in the program is contingent upon carrying forward no more than one failed credit (for the entire two year Forest Technology Program and the Advanced Diploma in Forest Technology and Fish & Wildlife Technology Program) after having written the supplemental exams.

Students carrying one (1) failed credit who fail a second course (second failed credit after having been afforded the opportunity to write the supplemental exam) will be required to immediately withdraw from the program.

Students enrolled in the Advanced Diploma in Forest and Fish & Wildlife Technology must achieve an overall weighted average of 65% in the following fish and wildlife courses: Fish and Wildlife Ecology, Fish & Wildlife Biology, Fish & Wildlife Techniques I, Fish & Wildlife Techniques II, Fish & Wildlife Techniques III, Fish and Wildlife Management and Wildlife Winter Field Camp. In addition Students must achieve at least 60% in each of the above courses to be eligible for the advanced diploma.

### **DETERMINATION OF COURSE MARKS**

At the beginning of each course the instructor will present the course requirements. Some courses will have specific conditions that need to be met. Written instructions from the instructor will supersede the generalities of this Policy. Students are responsible for meeting these course specific conditions.

The course instructor determines the course grade based on a series of tests, assignments and other tools.

Not all courses at this college are equal with respect to contributing to semester or cumulative averages. Individual courses are weighted using the number of hours allotted.

Semester and overall cumulative averages are based on a weighted approach. In other words some courses have a greater effect on overall average.

A student's semester average, as well as cumulative program averages, is computed based on a weight for each subject. Letter grades and associated numeric values are outlined below:

A+	97% - 100%	C+	77% - 79%	
A	94% - 96%	C	74% - 76%	
A-	90% - 93%	C-	70% - 73%	F <59%
B+	87% - 89%	D+	67% - 69%	
B	84% - 86%	D	64% - 66%	
B-	80% - 83%	D-	60% - 63%	

Should a student fail to complete all course requirements as outlined by the instructor then the instructor will assign an incomplete to that student's course grade.

For the purpose of recording overall averages students will be assigned the value earned to a maximum of 50%. An incomplete on a course will signify a failure in that course and will be recorded as a failed credit.

## SUPPLEMENTAL EXAMS

It will be assumed that a student who has failed a course intends to write the supplemental exam that is offered. Students not intending to write a supplemental exam must notify the instructor in writing/email prior to the supplemental exam.

There is a \$100.00 fee for writing a supplemental exam that must be **paid in advance** to MCFT. However, MCFT reserves the right to review and to periodically adjust this figure for inflation without notification.

The supplemental exam mark replaces the final course exam mark only.

The overall course grade is recalculated based on this. If the student achieves a 60% on this new recalculated overall course grade (and assuming 60% is a course pass) then the student is given a credit for the course.

The original course grade is used to calculate the semester and overall average. The notation on the transcript is the student's supplemental grade.

- The minimum pass mark on supplementary exams is 65%.
- Supplemental exams will be administered at the beginning of 2<sup>nd</sup> semester and 4<sup>th</sup> semesters for 1<sup>st</sup> and 3<sup>rd</sup> semester failed courses. Supplemental exams for the 2<sup>nd</sup> semester will be written at the beginning of the 3<sup>rd</sup> semester. Supplemental exams for the 4<sup>th</sup> semester will be written after graduation and before the end of April. Exceptions will be for the Field Book.

The tuition for retaking any single course is currently \$435.00 CAD. However, MCFT reserves the right to review and periodically adjust this figure for inflation without notification.

Field book failures will result in a failed credit or will require the student to take a supplemental exam during the first weeks in September. In the case of Field Book failure the supplemental exam will consist of a series of Lab exercises.

- Returning students will continue their Field Book portion of the program from when their last completed semester was achieved.

## TIMEFRAME TO COMPLETE

All students must fully complete each semester in sequence.

A student may take up to four consecutive academic calendar years to complete the MCFT Forest Technology program provided that the student has not been asked to withdraw twice for academic reasons or been dismissed once for disciplinary reasons.

Students who have been asked to withdraw twice for academic reasons or once for disciplinary reasons will not be allowed to return for a period of two full calendar years from the end of their last fully completed term.

Students who voluntarily withdraw from the program may re-apply for admission starting at the beginning of the semester from which they withdrew and providing all academic standards are met as required.

## **COMPLAINT RESOLUTION PROCESS**

1. MCFT offers two steps in the complaint resolution process for academic complaints
  - Students meet with the College Administrator to discuss their issues/complaints. The College Administrator then prepares the document to be overseen by the Executive Director.
  - The Executive Director meets with the Faculty/Staff member to see if all processes were followed and to determine if the complaint should proceed, at that time the Executive Director may review the complaint (academic or other), and may reverse the decision based on his findings. All reviews regarding academic complaints are completed internally.
  
2. MCFT's Compliant process for harassment (Appendix 1)

**Forest Technology Program Costs 2017-2018 International Students**

September to December 2017								
<b>Bedard Hall Residence</b>	<b>Single Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total</b>	
	\$2,100.00	\$2,213.00	\$ 408.00	\$ 300.00	N/A	\$4,662.00	\$ 9,683.00	
	<b>Double Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total</b>	
	\$1,716.00	\$2,213.00	\$ 408.00	\$ 300.00	N/A	\$4,662.00	\$ 9,299.00	
<b>Torunski Hall Residence</b>	<b>Single Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total</b>	
	\$2,275.00	\$2,213.00	\$ 408.00	\$ 300.00	N/A	\$4,662.00	\$ 9,858.00	
January to April 2018								
<b>Bedard Hall Residence</b>	<b>Single Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total 2nd Year</b>	<b>Semester Total 1st Year</b>
	\$1,968.00	\$2,075.00	\$ 408.00	\$ 300.00	\$ 100.00	\$4,662.00	\$ 9,513.00	\$ 9,413.00
	<b>Double Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total</b>	<b>Semester Total</b>
	\$1,608.00	\$2,075.00	\$ 408.00	\$ 300.00	\$ 100.00	\$4,662.00	\$ 9,153.00	\$ 9,053.00
<b>Torunski Hall Residence</b>	<b>Single Occupancy</b>	<b>Meal Plan</b>	<b>Books</b>	<b>Student Fees</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Semester Total</b>	<b>Semester Total</b>
	\$2,132.00	\$2,075.00	\$ 408.00	\$ 300.00	\$ 100.00	\$4,662.00	\$ 9,677.00	\$ 9,577.00

**Please Note:** Graduation fees are for students entering their final semester of studies at MCFT, it applies to semester 4 only.

## MCFT's Advanced Diploma Costs 2017-2018 International Students

Below are the costs associated with the Advanced Diploma. Please note that these are costs in addition to the Forest Technology program. Fish & Wildlife Techniques I, II, III and IV are given in the Second Year of the program. If taking the Advanced Diploma you can apply to student loans for additional funds in the second year. The non-MCFT courses can be taken in either your first or second year (dependent on delivery) but must be completed before receiving your Advanced Diploma, the costs are set by non-MCFT organizations and are subject to change.

**Please Note:** Students entering the Fish & Wildlife Advanced Diploma program are required to have the Pre-rabies Vaccine. Approximate costs for the vaccine is estimated at \$800. Costs are included in the Fish & Wildlife Techniques II course

International Students Advanced Diploma Tuition and Fees Cost is over two years (see breakdown)	
Course	Cost
<b>Non-MCFT Delivered Courses</b>	\$ 1,264.42
<b>Fish &amp; Wildlife Techniques I - Summer Field Camp</b>	\$ 2,537.00
<b>Fish &amp; Wildlife Techniques II</b>	\$ 2,085.00
<b>Fish &amp; Wildlife Techniques III</b>	\$ 1,310.00
<b>Fish &amp; Wildlife Techniques IV - Winter Field Camp</b>	\$ 1,175.00
<b>Advanced Diploma Total</b>	<b>\$ 8,371.42</b>

Below is a breakdown of costs associated with the Non-MCFT delivered courses, additional Advanced Diploma Program courses and the Advanced Diploma Program

<b>NON-MCFT Delivered Courses</b>	<b>Cost</b>
*Firearm Safety	\$ 75.00
*Restricted Firearm Safety	\$ 75.00
*Hunter Education	\$ 75.00
*Trapper Education	\$ 75.00
*Bowhunter Education	\$ 75.00
*Nuisance Wildlife Operators Course	\$ 100.00
*Pleasurecraft Boating Course	\$ 50.00
ATV Safety and Maintenance	\$ 150.00
Snowmobile Safety and Maintenance	\$ 150.00
Helicopter Safety	\$ 175.00
Chainsaw Operation and Maintenance	\$ 264.42
<b>Total over two years</b>	<b>\$ 1,264.42</b>

**Please Note:** \*Costs associated with Non-MCFT courses are set by outside organizations and may change without advanced notice.

**1. Fish & Wildlife Techniques I - Summer Field Camp**

<sup>1</sup> Tuition	\$ 1,900.00
Books	\$ 190.00
<sup>2</sup> Residence	\$ 272.00
<sup>3</sup> Meals	\$ 100.00
Lab Fees	\$ 75.00
<b>Total</b>	<b>\$2,537.00</b>

<sup>1</sup>Tuition includes Flatwater Canoeing and Backpack Electrofishing certifications

<sup>2</sup>Residence cost is associated with Torunski Hall Rental for the two weeks

Residence cost for Bedard Hall Double is \$214.40 for two weeks

Residence cost for Bedard Hall Single is \$262.40 for two weeks

Residence cost for Torunski Hall is \$284.26 for two weeks

<sup>3</sup>Approximate costs for food over two weeks

**Please Note: Fish & Wildlife Techniques I begins two weeks prior to the start of the 3rd Semester. The \$200 down payment made in January is applied to the amount above.**

**2. Fish & Wildlife Techniques II - 3rd Semester, September to December, 2nd Year**

Tuition	\$ 1,100.00
Pre-Rabies Vaccine	\$ 800.00
Books	\$ 110.00
Lab Fees	\$ 75.00
<b>Total</b>	<b>\$ 2,085.00</b>

**Please Note:** This course is billed and paid for on registration day in September

**3. Fish & Wildlife Techniques III - 4th Semester, January to April, 2nd Year**

Tuition	\$ 1,100.00
Books	\$ 110.00
Lab Fees	\$ 100.00
<b>Total</b>	<b>\$ 1,310.00</b>

**Please Note:** This course is billed and paid for on registration day in January

**4. Fish & Wildlife Techniques IV - 4th Semester - Winter Wildlife Camp**

Tuition	\$ 1,100.00
Lab Fees	\$ 75.00
<b>Total</b>	<b>\$ 1,175.00</b>

**Please Note:** This course is billed and paid for on registration day in January



## **TUITION REFUND POLICY**

### **TUITION REFUNDS**

- Before September 30<sup>th</sup> full tuition refund for that semester.
- October 01<sup>st</sup> to 15<sup>th</sup> half tuition refund for that semester.
- After October 15<sup>th</sup> no tuition refund for that semester.

### **RESIDENCE REFUNDS**

- Refunds will be granted for all unused weeks that are paid in full. Students who move out of residence before the end of the semester and remain in the program will be charged up to a maximum of four weeks fees, including meal plan costs.

### **BOOKS AND STUDENT FEES**

- No refund granted at any time for books and student fees.
- Administration charge for all refunds is \$25.00

If a student withdraws within two weeks of the start of any semester there will be no academic penalty imposed.

Students who withdraw more than two weeks into a semester will be assigned a “W” to their transcripts indicating voluntary withdrawal from those courses attempted.

### **DISMISSAL**

- Only the Executive Director or designate may dismiss a student from MCFT.
- The Executive Director or his/her designate will advise the student in person (or writing) of their dismissal.
- Students dismissed for non-academic issues will forfeit all grades, tuitions and room and board fees for the semester in which they have been dismissed.
- Students who have been dismissed from MCFT for either academic or disciplinary issues will be required to leave within 24 hours unless otherwise authorized by the Executive Director.

**Appendix 1**



**WORKPLACE HARASSMENT POLICY**

**2017 – 2018**

Revised August, 2013

## Contents

1.0	APPLICATION.....	12
2.0	POLICY STATEMENT.....	12
3.0	DEFINITIONS .....	12
	3.2 Personal harassment.....	13
	3.3 Sexual harassment.....	13
	3.4 A poisoned work environment .....	13
4.0	PROCEDURES .....	14
	4.2 Informal Procedure .....	15
	4.3 Informal Complaint - Mediation.....	15
	4.4 Formal Procedure.....	15
5.0	OTHER OPTIONS .....	17
	5.1 Complaints to the New Brunswick Human Rights Commission.....	17
	5.2 Complaints Under the Criminal Code.....	17
	5.3 Rights and Responsibilities.....	17
	5.3.3 Supervisors .....	18
	5.3.4 Complainants have the right:.....	18
	5.3.5 It is the responsibility of a complainant: .....	18
	5.3.6 Respondents has the right:.....	18
	5.3.7 It is the responsibility of a respondent:.....	18
	5.3.8 Witnesses have the right:.....	19
	5.3.9 It is the responsibility of a witness: .....	19
	5.3.10 Investigator(s) shall: .....	19

## **SECTION 1**

### **1.0 APPLICATION**

- 1.1 This policy applies to all faculty, staff and students employed by, or attending, the Maritime College of Forest Technology (MCFT).
- 1.2 Where applicable, this policy also applies to volunteers, contractors and fee-for-service individuals.

## **SECTION 2**

### **2.0 POLICY STATEMENT**

- 2.1 As an employer, MCFT is committed to providing a work environment in which all individuals are treated with respect and dignity. It is the employer's responsibility to prevent and eliminate harassment in the workplace.
- 2.2 Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects the individual's ability to learn and work. It can also be an expression of abuse of power, authority, or control and is coercive in nature.
- 2.3 Supervisors are responsible to take appropriate preventive or corrective action and to put a stop to any harassment they are aware of whether or not a complaint is filed. Failure to take appropriate action may result in disciplinary measures being imposed on the supervisor as well as the offending person.
- 2.4 Harassment in the workplace will not be tolerated and supervisors must take appropriate action to protect their employees and others in the workplace. Harassment in the workplace constitutes a disciplinary infraction and shall be dealt with appropriately.
- 2.5 The abuse of one's authority or position to intimidate, coerce or harass is forbidden. All supervisors are responsible for their employees' work environment.
- 2.6 This policy is not intended to limit or constrain the employer's right to manage. Performance reviews, work evaluation and disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.
- 2.7 This policy delineates some unacceptable behavior but does not modify any other rights or obligations.

## **SECTION 3**

### **3.0 DEFINITIONS**

- 3.1 For the purpose of this policy, harassment in the workplace includes personal and sexual harassment, poisoned work environment and abuse of authority.

- 3.2 Personal harassment means any objectionable or offensive behavior that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans belittles or causes person humiliation or embarrassment.
- 3.3 Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents,
  - 3.3.1 That might reasonably be expected to cause offence or humiliation; or
  - 3.3.2 That might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services or a contract.
  - 3.3.3. Examples of behavior that can constitute sexual harassment include, but are not limited to:
    - 3.3.3.1 Unwanted touching, patting or leering
    - 3.3.3.2 Sexual assault
    - 3.3.3.3 Inquiries or comments about a person’s sex life
    - 3.3.3.4 Telephone calls with sexual overtones
    - 3.3.3.5 Gender-based insults or jokes causing embarrassment or humiliation
    - 3.3.3.6 Repeated unwanted social or sexual invitations
    - 3.3.3.7 Inappropriate or unwelcome focus/comments on a person’s physical attributes or appearance.
    - 3.3.3.8 Inappropriate attire that could be understood to have sexual overtones not appropriate for a professional workplace.
- 3.4 A poisoned work environment is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace.
  - 3.4.1 Example of a poisoned work environment includes but is not limited to;
    - 3.4.1.1 Graffiti
    - 3.4.1.2 Sexual
    - 3.4.1.3 Racial
    - 3.4.1.4 Religious insults or jokes
    - 3.4.1.5 Abusive treatment of an employee
    - 3.4.1.6 Display of pornographic or other offensive material.
- 3.5 Harassment also includes abuse of authority where an individual improperly uses the power and authority inherent in a position to endanger a person’s job, undermine the performance of that job, threaten the person’s economic livelihood, or in any way interfere with or influence a person’s career.

- 3.5.1 It is the exercise of authority in a manner which serves no legitimate work purpose and ought reasonably to be known to be inappropriate.
- 3.5.2 Examples of abuse of authority include, but are not limited to, such acts or misuse of power as:
  - 3.5.2.1 Intimidation
  - 3.5.2.2 Threats
  - 3.5.2.3 Blackmail
  - 3.5.2.4 Coercion
- 3.6 Hazing is defined as “*bullying or forcing someone to do ridiculous tasks*”. Since the MCFT faculty actively promotes and fully endorses respect, cooperation and teamwork with and for all forestry professionals. Student(s) hazing other MCFT student(s) is strictly prohibited.
- 3.7 Anyone caught or proven to have been involved in this unprofessional behavior will be immediately expelled.
- 3.8 The workplace includes but is not limited to the physical work site, washrooms, cafeterias, training sessions, business travel, conferences, work-related social gatherings, the employee or client’s home or worksite, etc.
- 3.9 The Complainant is the person who has allegedly been harassed by the respondent.
- 3.10 The Respondent is the person who is alleged to have harassed the complainant.
- 3.11 “Executive Director” means the Executive Director of the Maritime College of Forest Technology.
- 3.12 Supervisor means any person who supervises staff or students at MCFT (as illustrated on the attached MCFT organization chart on page 27).
- 3.13 Parties to the complaint mean the complainant and respondent.

## SECTION 4

### 4.0 PROCEDURES

- 4.1 Upon becoming aware of any incident which may fall under the definition of harassment nothing precludes the Executive Director from foregoing the procedure under this policy and taking appropriate action which may include invoking the normal disciplinary procedure.

## 4.2 Informal Procedure

4.2.1 Complainants and supervisors must use the informal complaint procedure to attempt to resolve workplace harassment unless it is inappropriate to do so.

## 4.3 Informal Complaint – Mediation

4.3.1 An effective way to end the problem of harassment in the workplace is to communicate concerns directly by telling the person that the behavior is unwelcome and must stop, or by requesting the supervisor to do so.

4.3.2 A complainant should request the assistance of a supervisor in the informal resolution of a workplace harassment complaint. If the communication is done orally the complainant should have the supervisor present. If done in writing, it is advisable to forward a copy to the supervisor and to keep a copy of the letter.

4.3.3 When the facts are not in dispute and it is determined by the Executive Director that the respondent or any other person has committed an act or acts constituting harassment the Executive Director shall take appropriate action up to and including dismissal.

4.3.4 Nothing in the informal procedure prevents a supervisor from recommending the matter be investigated, or if the informal complaint procedure is not successful, from recommending further action.

## 4.4 Formal Procedure

4.4.1 Where appropriate, the complainant may choose to file a formal complaint.

4.4.2 The employer is committed to responding to all complaints, however, it is at the Executive Director's discretion whether or not to investigate a complaint if it is not filed within a year of the alleged circumstance leading to the complaint unless:

4.4.2.1 There is a strong factual and legal case;

4.4.2.2 There is evidence of substantial loss or damage to the complainant and clearly identifiable remedy;

4.4.2.3 There are justifiable reasons beyond the complainant's control for not filing the complaint within the one year limit; and

4.4.2.4 The respondent will not be unduly prejudiced by the extension.

4.4.3 A formal complaint must be written, dated and signed. It should give an accurate

account of the incident or incidents of harassment including times, places and parties involved. When completed, the complaint is submitted to the supervisor, or the Executive Director.

- 4.4.4 If the complainant deems it inappropriate to file a complaint with one of the persons mentioned above, a complaint may be filed with the Chairman of the MCFT Board of Governors.
- 4.4.5 The Executive Director shall investigate, or shall appoint an investigator, or require the Chairman of the MCFT Board of Governors to appoint one to ensure the complaint is investigated in a confidential and expeditious manner.
- 4.4.6 If at any time a grievance has been filed and the subject matter is the same as, similar in nature, or related to the complaint, the Executive Director may suspend or terminate the investigation.
- 4.4.7 When there is a direct reporting relationship between the complainant and the respondent, it may be in the best interest of all parties for them to be physically and hierarchically removed from one another for the period of the investigation. If there is no reporting relationship, the employer shall determine if the parties should be physically removed from one another for the period of the investigation.
- 4.4.8 Executive Director or the investigator may, upon reviewing the written complaint and interviewing the complainant, determine whether or not the complainant has a prima facie complaint under this policy which merits further investigation. The Executive Director or investigator shall inform the complainant whether or not the investigation will be pursued and may take action to resolve the issue.
- 4.4.9 Respondent shall be informed of the complaint, presented with a written statement of allegations and afforded an opportunity to respond.
- 4.4.10 Unless directed otherwise, the investigator shall gather and analyze the information, summarize the findings and may propose to the Executive Director or Chairman of the MCFT Board of Governors corrective action or make recommendations.
- 4.4.11 The investigator shall report the findings and recommendations to the Executive Director or Chairman of the MCFT Board of Governors who shall determine whether the respondent has committed an act or acts constituting harassment.
- 4.4.12 Where it is determined that the respondent has committed an act or acts of harassment, the Executive Director shall take appropriate action up to and including dismissal.
- 4.4.13 The Executive Director may take any other action deemed advisable.



4.4.14 As determined by the investigation, a complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith shall be subject to appropriate disciplinary action.

4.4.15 The parties to the complaint must be informed in writing of the outcome.

## SECTION 5

### 5.0 OTHER OPTIONS

5.1 Complaints to the New Brunswick Human Rights Commission  
New Brunswick Human Rights Act complaints should normally be filed within one year from the time the harassment occurred. Complaints are investigated by the New Brunswick Human Rights Commission. For more information, call the New Brunswick Human Rights Commission at 453 2301.

5.2 Complaints under the Criminal Code  
Sexual and other forms of assault are covered under the Criminal Code. In these instances, the police can be asked to lay criminal charges. Sexual and other forms of assault are serious criminal offenses that should be reported to the police.

### 5.3 Rights and Responsibilities

#### 5.3.1 A Shared Responsibility:

While all managers and employees share responsibility for understanding and preventing harassment in the workplace, it is important to recognize that, under law, supervisors carry more responsibility than other employees.

5.3.2 The Executive Director is responsible for the implementation and administration of this policy. Executive Director shall:

5.3.2.1 Appoint an investigator or investigators as soon as possible;

5.3.2.2 Consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation;

5.3.2.3 Review the findings and recommendations;

5.3.2.4 Determine the outcome and the appropriate action to be taken; and

5.3.2.5 Ensure the parties are informed of the outcome in a timely fashion.

5.3.3 Supervisors

- 5.3.3.1 Those that have authority to prevent or discourage harassment may be held accountable for failing to do so. This accountability extends to anyone in a management or supervisory position. MCFT may share liability with supervisors and others in founded complaints.
- 5.3.3.2 Supervisors are also responsible for ensuring that the rights of both the respondent and the complainant involved in the harassment incident are protected. Fair and equitable procedures must be ensured for all parties.

5.3.4 Complainants have the right:

- 5.3.4.1 To make a complaint and to obtain a review of the complaint
- 5.3.4.2 To be accompanied by a person of their choice during the interview; and
- 5.3.4.3 Not to be subject to retaliation for the reason of having made a complaint under the policy.

5.3.5 It is the responsibility of a complainant:

- 5.3.5.1 To immediately make known, if possible, their disapproval or unease to the individual;
- 5.3.5.2 To follow all procedures under this policy;
- 5.3.5.3 To cooperate with all those responsible for dealing with the investigation of the complaint; and
- 5.3.5.4 To maintain confidentiality with respect to the investigation.

5.3.6 Respondents have the right:

- 5.3.6.1 To be informed that a complaint has been filed;
- 5.3.6.2 To be presented with a written statement of allegations and to be afforded an opportunity to respond to them; and
- 5.3.6.3 To be accompanied by a person of their choice during their interview.

5.3.7 It is the responsibility of a respondent:

- 5.3.7.1 To follow all procedures under the policy;
- 5.3.7.2 To cooperate with all those responsible for dealing with the investigation for the complaint; and

5.3.7.3 To maintain confidentiality.

5.3.8 Witnesses have the right:

5.3.8.1 To not be subject to retaliation because he or she has participated as a witness.

5.3.9 It is the responsibility of a witness:

5.3.9.1 To meet with the investigator and to cooperate with all those responsible for the investigation of the complaint; and

5.3.9.2 To maintain confidentiality with respect to the investigation.

5.3.10 Investigator(s) shall:

5.3.10.1 Ensure the respondent has received a written statement of the allegations;

5.3.10.2 Ensure all parties involved have been informed of their rights and responsibilities;

5.3.10.3 Interview the parties concerned and any witnesses;

5.3.10.4 Collect all pertinent evidence;

5.3.10.5 Use a mediation process when appropriate;

5.3.10.6 Prepare a report; and

5.3.10.7 Ensure the investigation is completed in a timely fashion taking into account particular circumstances - (usually up to 3 months).