SEXUAL HARASSMENT – FORMAL RESOLUTION

Description: Records relating to the intake, review and resolution of harassment complaints where formal resolution is involved as defined by the University's *Sexual Harassment and Sexual Assault Policy*. Records may include correspondence (email, paper), forms, letters of request, notices of decisions, appeals, submissions and responses of complainants, respondents and witnesses, investigator reports and other related documentation.

Filing Guidelines: Upon the conclusion of any investigation, the President and the Investigator shall return all documentation including copies, pertaining to the Complaint and investigative process to the Advisor. The documentation is securely retained by the Advisor under the following conditions: (1) Until all deadlines for appeal and grievances have elapsed, (2) An appeal or grievance is in progress, or (3) The University has been made aware that an external process related to the matter is in progress.

When formal resolution is complete, the Advisor shall retain the documents pertaining to the Complaint and the investigation in the Sexual Harassment Office confidential file for that period provided in the applicable collective agreement or otherwise 7 years. The Complainant or the Respondent may request that a copy of the investigative report be placed in their personal file in the Department of Human Resources, or if the Complainant or Respondent are students, in the confidential file in the Sexual Harassment Office.

*If within the prescribed retention period, there are no further Complaints against the same Respondent, the Advisor shall destroy, in a secure manner, all records associated with the reporting process, at the end of the prescribed retention period. If, however, issues of a similar nature are brought to the attention of the Advisor prior to the expiry of the prescribed retention period, the records relating to the original matter shall be retained until the expiry of the prescribed retention period for the records related to the new issue.

MUNCLASS Function:	Governance (GV)
Responsible Unit(s):	Sexual Harassment Office
Retention:	All documentation for the case is retained (1) Until all deadlines for appeal and grievances have elapsed, (2) When an appeal or grievances is in progress, or (3) When the University has been made aware that an external process related to the matter is in progress. Once formal resolution process is complete, documents are retained in the Sexual Harassment Office confidential file for that period provided in the applicable collective agreement or otherwise 7 years.
Disposition:	Destroy, a non-identifying account is retained for statistical purposes
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, *Newfoundland and Labrador Human Rights Act (HRA), 2010*

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