



Harassment and Complaint Procedure

To achieve a positive and successful resolution or outcome to any Concerns and Complaints that cannot be resolved at the lowest possible level, please take the following steps:

- Provide Human Resources with a written statement or a completed GMS Harassment and Complaint Form at your earliest convenience.
- Submit the form to a HR personnel directly; *or*
- Submit the form to your direct Manager or Supervisor.
- An investigation of the matter will begin within 48 hours of receipt by Administrative member.
- If the form is signed, you may be contacted for additional information.
- If a third party is a participant in the matter, that person will be contacted to provide written information to HR within 48 hours of contact.
- Once all parties involved have submitted written statements, a formal investigation will begin immediately.
- If necessary, a corrective action plan will be established upon successful resolution of the initial statement.
- Resolution of any internal investigation will usually be reached within ten (10) days.

Please Note: Forms and statements do not need to be signed. However, unsigned forms will greatly hamper an investigation. All names of parties involved will be held in the strictest confidence to ensure anonymity.