



Human Resources
Harassment Bullying Discrimination Reporting

HR (8.501)
Rev. # 0.1

Date 05/13/2024
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Purpose

The objective of this procedure is to establish a formal process for reporting incidents of discrimination, harassment and bullying in the workplace and conducting thorough, fair, and timely investigations.

Procedure

- 1) Reporting discrimination, harassment (sexual or otherwise) and bullying:
 - A) As per Crain policy, reporting of any complaints, incident or concerns should be immediately made to a supervisor, HR, or other management. Complaints or reports made anonymously will also be investigated to the extent possible.
 - B) Supervisors/ Managers must report any complaints, incidents or concerns to HR in a timely manner prior to taking action or investigating.
 - i) If possible, collect specific details: date, time, location, individuals involved, and a description of the incident(s).
- 2) Immediate Actions after reporting:
 - A) Upon receiving a report, the company will take immediate steps to ensure the safety and well-being of the affected individual(s).
 - B) Support will be provided, which may include counseling services, temporary reassignment, or any necessary measures to prevent further issues.
- 3) Investigation Process:
 - A) HR and/or a designated individual will conduct a prompt and impartial investigation.
 - B) The investigation will respect confidentiality to the extent possible and involve interviewing the complainant, alleged harasser, and any relevant witnesses.
 - C) Collect and review any available evidence, such as emails, messages, or other documentation related to the incident.
- 4) Determining Findings:
 - A) Based on the investigation, determine whether the reported behavior constitutes sexual harassment, discrimination, bullying, or other actions that break company code of conduct as per company policy and relevant laws.
 - B) The findings will be documented, including a summary of the investigation process, evidence collected, and conclusions drawn.
- 5) Taking Action:
 - A) If the investigation confirms harassment, bullying, discrimination or other policy violations, appropriate disciplinary action will be taken against the violating employee, following company policies and applicable laws.
 - B) Remedial actions may also be implemented, such as additional training, policy revisions, or counseling.
 - C) The affected individual(s) will be informed of the outcome, ensuring their confidentiality and privacy are maintained to the extent possible.
- 6) Follow-Up:
 - A) Regularly follow up with the affected individual(s) to ensure they feel safe and supported after the resolution of the incident.
 - B) Monitor the workplace to prevent any retaliation or further incidents.



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- 7) Documentation and Record-Keeping:
 - A) Maintain accurate records of all reports, investigations, and actions taken, keeping them confidential and secure.
 - B) Document accusation, investigation and any corrective action in the affected employee's records
- 8) Training and Awareness:
 - A) Regularly conduct training sessions for all employees to raise awareness about sexual harassment, bullying, and discrimination prevention strategies, reporting procedures, and the company's commitment to maintaining a safe and respectful workplace.
- 9) Review and Updates:
 - A) Periodically review this procedure to ensure it remains effective and compliant with evolving laws and best practices.