

PATHWAYS ABILITIES SOCIETY

PROCEDURE: INVESTIGATIONS

Applies to: All Personnel, Volunteers and Persons Served

Effective/Revision Date:

October 24, 2005

November 17 2008

September 12, 2011

January 28, 2013

April 6, 2020

1. An investigator will be appointed and presented with written Terms of Reference (how they will operate and what they will do).
2. The person complaining will be told in writing who the investigator is and reminded that the matter is confidential between the parties (people) involved. They will be informed that they may seek representation (someone to help them) at any stage.
3. Persons mentioned in the complaint will be told of the appointment of an investigator and reminded that the matter is confidential between the parties (people) involved. They will be informed that they may seek representation (someone to help them) at any stage.
4. Employees whose actions or behaviours could bring into question their capacity or conduct (they could cause problems) may be transferred to a different service area or be suspended with or without pay from duty (cannot work in that area).
5. Volunteers or individuals receiving services, whose actions or behaviours could bring into question their capacity or conduct (they could cause problems) may be transferred to a different service area, be suspended (cannot go to that area) or their assignment terminated.
6. All persons will be advised that the investigator may meet with them to discuss the complaint. The meeting place will be private and agreed with the person.
7. The investigator will provide Pathways Abilities Society management and Board with a completed written report of their findings.
8. Pathways Abilities Society management and Board will review and implement or carry out the relevant recommendations or changes.