

PATHWAYS ABILITIES SOCIETY

PROCEDURE: INVESTIGATIONS

Applies to: All Personnel, Volunteers, Home Share Providers and Persons Served

Original Effective Date: October 24, 2005

Effective Date: October 18, 2021

Replaces Procedure Dated: April 6, 2020

1. An investigator(s) will be appointed and presented with written Terms of Reference (how they will operate and what they will do).
2. The Investigator(s) uses the Pathways' Investigation Template.
3. The person complaining will be told in writing or by email 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.
4. 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.
5. 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).
6. Home Share providers whose actions or behaviours could bring into question their capacity or conduct (they could cause problems) may be have their contract terminated and the person relocated.
7. 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.
8. 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.
9. The investigator will provide Pathways Abilities Society management and/or Board with a completed written report of their findings.
10. Pathways Abilities Society management and Board will review and implement or carry out the relevant recommendations or changes.