

Addressing an Employment Concern

<p>Working Conditions</p>	<p>Notify Immediate supervisor</p>	<p>Concern Not Resolved?</p>	<p>Consult with Human Resource Services – Staffing and Operations Human Resource Services Who to Contact</p> <p>Consult with Union Office, if applicable</p>
<p>Staff-Medical Accommodation Request</p>	<p>Refer to HWDSB Accommodation of Staff Procedure 4.1</p> <p>Inform Immediate Supervisor of the need of an accommodation request.</p> <p>NOTE: You do not need to disclose any medical information to your Immediate Supervisor</p>	<p>Concern Not Resolved?</p>	<p>Consult with Human Resource Services – Employee Support and Wellness Human Resource Services Who to Contact</p> <p>Consult with Union Office, if applicable</p>
<p>Violence in the Workplace</p>	<p>Please reference the HWDSB Workplace Violence and Harassment Prevention Procedure 4.9</p> <p>Inform your Immediate Supervisor in-person or in writing of your concerns.</p>	<p>Concern Not Resolved?</p>	<p>Consult with Human Resource Services – Occupational Health and Safety Human Resource Services Who to Contact</p> <p>Consult with Union Office, if applicable</p>

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Workplace Harassment

Refer to HWDSB Workplace Violence and Harassment Prevention Procedure [4.9](#)

Inform your Immediate Supervisor in-person or in writing of your concerns.

Concern Not Resolved?

Consult with Human Resource Services – Labour Relations

Human Resource Services Who to Contact

Consult with Union Office, if applicable

Human Rights Code

Refer to HWDSB Workplace Violence and Harassment Prevention Procedure [4.9](#)

Inform Immediate Supervisor

Concern Not Resolved?

Consult with Human Resource Services – Labour Relations

Human Resource Services Who to Contact

Consult with Union Office, if applicable

Ontario Human Rights Commission –

hrlsc.on.ca/en/contact-hrlsc/contact-information

Concern Not Resolved?

Complete the **HWDSB Intake Complaint Form**.

Upon receipt you will be contacted by the HWDSB Human Rights Officer.

If you cannot determine whom to call



Contact us.

We want to hear from you.

☎ 905-527-5092 ✉ humanresources@hwdsb.on.ca