

## **How will a Complaint be handled by the Church?**

The Executive or Sub-Executive of Hamilton Conference has been designated as the body to deal with all complaints initiated under the Bill 168 violence and harassment legislation of the Occupational Health and Safety Act.

1. The Executive Secretary receives a formal complaint.
2. The Executive or Sub-Executive will be informed by the Executive Secretary that a complaint has been received. The relevant Presbytery will be informed as necessary that a complaint has been received.
3. The Executive Secretary will appoint a person to conduct an investigation.
4. The investigator's report will be received by the Executive Secretary with recommendations, if any.
5. If necessary or required the report will be received by the Executive or Sub-Executive and in its deliberations, the Executive or Sub-Executive will provide opportunity for the parties to be heard.
6. The Executive, through the Executive Secretary, will inform the parties of any decisions reached by the Executive or Sub-Executive. The relevant Presbytery will also be informed as necessary of any decisions reached by the Executive or Sub-Executive.