

## RESOLUTION OF ALLEGED DISCRIMINATION PROCEDURE

1. The Pembina Trails School Division asks that any allegation of discrimination be reported in writing to the principal of the school or the supervisor of the work site and copied to the Assistant Superintendent of Human Resources. The Assistant Superintendent shall be responsible to review the matter and undertake or delegate the undertaking of an investigation of the allegations if requested/warranted.
2. The written report of any allegation of discrimination should include responses to the following:
  - i. A detailed description of the incident including the names of persons involved and any witnesses.
  - ii. A description of the specific relief desired.
  - iii. A description of any responses provided to date by any person. Names of contacts should be provided.
3. Following investigation, if the allegation warrants, the Assistant Superintendent will recommend a course of action to the Human Resources and Policy Committee of the Board.
4. All reports submitted and all resulting discussions and investigations shall be treated confidentially to the degree legally allowable.
5. Anyone seeking resolution of alleged discrimination who is dissatisfied with the actions taken may appeal to the Board.

Adopted 05/220/04	Reviewed	Revised	Page 1 of 1
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