

ADDRESSING SEXUAL HARASSMENT IN CANADIAN MINING

DOCUMENTING INCIDENTS

In the context of addressing sexual harassment, documentation of incidents plays a crucial role.

For the subject of sexual harassment, documenting incidents is a vital tool in the journey to understand what may be happening, identifying patterns in behaviour, communicating concerns, addressing concerns, formalizing a complaint and achieving physical and psychological safety in the workplace. In a respectful workplace, with a positive reporting culture, concerns and incidents of sexual harassment or gender-based violence are taken seriously handled confidentially, using a trauma-informed approach. The following tips are designed to help subjects (and witnesses) of sexual harassment with documentation.

Documentation

While it is not necessary to have a record of events to file a complaint, keeping notes can help in remembering details over time and assist with an investigation. Complainants should attempt to keep detailed records of incident(s). This would include the following:

- The name and employment position of the employee or other person(s) alleged to be harassing.
- What happened, what was said/done/shown and how long the incident lasted.
- Possible witnesses.
- Their reaction and how this unwanted behavior impacts their ability to do their job.
- Whether anyone else was told about the situation and, if so, who and when.
- Frequency of conduct; has it happened before, date(s), time(s), location(s).
- Any knowledge of the same or similar situation happening to others, in as much detail as possible.

It is critical for subjects of sexual harassment to document every detail to give more weight and context to events. This means keeping chronological notes, texts, emails, phone records and pictures and taking photos or screenshots of messages. Keeping a diary or journal is also an effective way to document any incidents of sexual harassment.

A comprehensive record of events is invaluable for subjects of sexual harassment. Document every incident, regardless of its scale, as sexual harassment may begin subtly and intensify over time. Avoid delay in documenting an incident; act promptly to capture every detail. Every detail holds significance in the documentation of sexual harassment, providing helpful information, evidence/proof and context when trying to understand what is or may be happening and sharing concerns regarding harassment with an employer.

Safety Matters

Prioritize safety when documenting incidents. Perpetrators may escalate their monitoring, control, or violence when they know subjects are documenting the abuse. The subject should prioritize and take the safest course of action for them.