



ASSISTANT DEPUTY MINISTER (HUMAN RESOURCES — CIVILIAN)  
WORKPLACE HARASSMENT AND VIOLENCE PREVENTION CENTER OF EXPERTISE

## Manager/Supervisor Notice of Occurrence Process Checklist

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**If there is a risk to the health and safety of any member of the Defence Team immediate action must be taken.**

Action	Status (N/A, complete, pending, not initiated)	Date	Comments
Review the <a href="#">Notice of Occurrence Form</a> (Confirm name of the principal party/witness, responding party, date and description of occurrence. If any information is missing, the principal party may provide it during the initial meeting.)			
Respond to Notice of Occurrence within 7 calendar days of receipt using the <a href="#">Response to Principal Party Regarding a Notice of an Occurrence</a> Template			
Report Notice of Occurrence to <a href="#">WHVP CoE</a> within 7 calendar days via email (WHVPCoE-PHVCE@forces.gc.ca)			
Initiate the negotiated resolution process within 45 days of receipt of the Notice of Occurrence (Discuss the occurrence and determine if it falls under the <a href="#">definition of harassment</a> , facilitate resolution process, and discuss immediate needs.)			
Notify the Responding Party if there is agreement from the Principal Party using the <a href="#">Response to Responding Party Regarding a Notice of an Occurrence</a> Template			
If the Principal Party requests ADR/Conciliation, contact the <a href="#">Conflict and Complaint Management Services Centres</a> for services			
If the Principal Party requests a Preventative Investigation, contact <a href="#">WHVP CoE</a> and notify the Principal Party and Responding Party using the <a href="#">Investigation Elected</a> Template (The outcome of the prevention investigation cannot be used for remedial or disciplinary measures. For workplace misconduct, contact Labour Relations.)			
Continuously advise the <a href="#">WHVP CoE</a> throughout process in order to update the file			

For additional information including communication templates, infographics, and videos please visit the [New workplace harassment and violence prevention regulations involving Defence Team Public Service Employees](#) web page.