

April 20, 2022

To: Unifor Ontario Local Presidents representing BTS members, Recording Secretaries and their Equity-deserving groups/committees

RE: Unifor Workplace Violence and Harassment Complaint Coordinator (BTS Ontario)

Sisters and Brothers,

Ontario BTS Locals are looking for a candidate to fill a possible position of Unifor Workplace Harassment and Violence Complaints Coordinator. This position is open to people already involved in the union bodies of their Ontario Bell Technical Solutions (BTS) locals. *This is not a traditional steward role.*

We want to encourage the participation of our members in this updated process and we believe that we have within our ranks very talented members who possess the skills required to become the first Unifor National Coordinator (Harassment/Violence) for BTS workplaces.

Job Description:

- Respects confidentiality throughout the process of handling a complaint
- Receives Violence and Harassment complaints from unionized members in collaboration with the company's designated recipient
- Jointly conducts a summary analysis of complaints
- Communicates jointly with the complainant to inform them of their rights
- Communicates jointly with the respondent to inform them of their rights
- Participate in the negotiated settlement if the people involved agree
- Ensures the agreement of the people involved to attempt conciliation
- Is informed, receives the notice of investigation and the choice of the investigator when this avenue is initiated
- Reviews the findings of the investigation report with the designated recipient
- Receives the report intended for the Local H&S Committee
- Receives confirmation and validates that the company via the Local H&S Committee has implemented the recommendations
- Collaborates closely with Policy Committee and Local H&S Committee members
- There may be other duties assigned as the position evolves

Prerequisites:

- The person selected cannot be involved in a labor relations position during the mandate
- Must already be involved in their union body (other than a member)

Prerequisites (not mandatory):

- Be a good communicator and facilitator
- May be a member of a Local H&S Committee
- Knowledge of the Canadian Code part II and its regulations
- Knowledge of the Workplace Harassment and Violence Prevention Regulation

Other information:

- Term of office to be determined
- Forecast of the time required by the employer: 25% of regular time at work
- Training in the required requirements will be provided

If you know of someone who you believe would excel in this new part-time role, please forward their name before May 6, 2022 to Sagal Dirie at Sagal.Dirie@unifor.org.

Thank you,



Vinay Sharma
National Representative
Unifor Health and Safety department

VS/smcope343