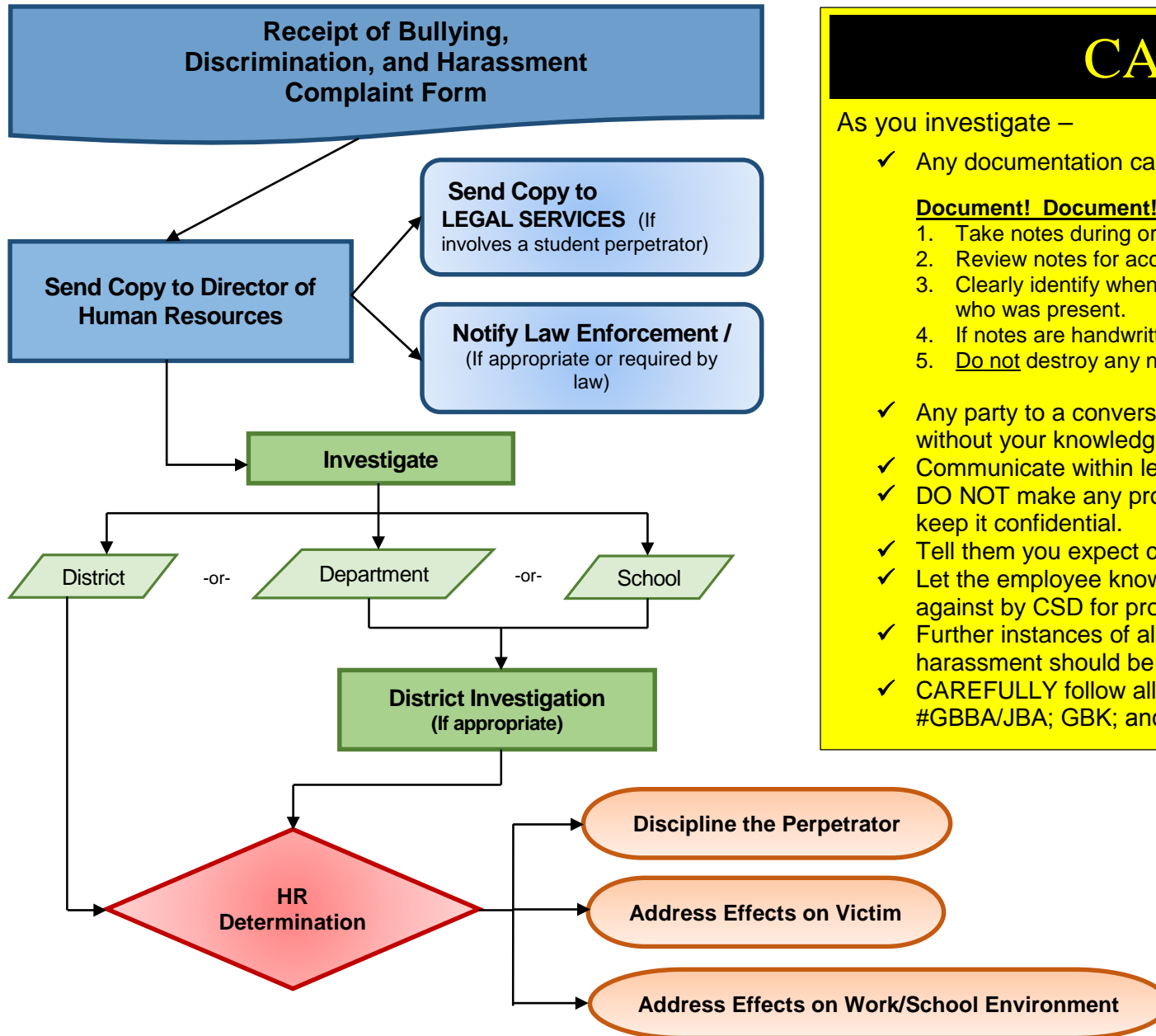


**CANYONS SCHOOL DISTRICT
DISCRIMINATION, BULLYING AND HARASSMENT COMPLAINT PROCEDURES
EMPLOYEE VICTIMS**



CAUTION

As you investigate –

- ✓ Any documentation can and will be used in litigation.

Document! Document! Document!

1. Take notes during or soon after each interview.
2. Review notes for accuracy and inconsistencies.
3. Clearly identify when notes were drafted, who drafted them, and who was present.
4. If notes are handwritten, make sure they are legible.
5. Do not destroy any notes for at least two (2) years.

- ✓ Any party to a conversation may record the conversation without your knowledge.
- ✓ Communicate within legal parameters.
- ✓ DO NOT make any promises. You may or may not be able to keep it confidential.
- ✓ Tell them you expect confidentiality.
- ✓ Let the employee know that he/she will not be retaliated against by CSD for providing truthful information.
- ✓ Further instances of alleged bullying, discrimination, or harassment should be immediately reported.
- ✓ CAREFULLY follow all procedures outlined in CSD Policies #GBBA/JBA; GBK; and GBKA.