3136 Dundas Street West
Toronto, ON M6P 2A1
416.766.0247
ww.thpfc.ca

THPFC Discipline Investigation Process

1. Complaint received from staff or a Member.

2. The Executive Director is promptly notified and, in consultation with another staff member or the Discipline Chair, decides whether the accused should be immediately relieved of their duties to maintain a safe environment.

3. Program Manager or Director (Investigator) begins investigation:

    a. Investigator asks the ED to set up a folder within the "discipline" section of google drive. The drive is shared with the appropriate people and all information is gathered here.

    b. Instruct the Complainant to complete the online THPFC Incident Report Form (IRF), or interview the Complainant and document their statement if they are unable to complete the IRF independently.

4. Investigator interviews and obtains statements from witnesses and documents them accordingly.

5. Investigator provides the evidence gathered to the Executive Director who shares the info with the Discipline Committee Chair for review.

6. The Executive Director and Discipline Chair determine whether discipline committee involvement is required, or if the matter can be addressed by management.

7. Should disciplinary committee involvement be required, the ED notifies the Board.

8. The Investigator interviews the alleged offender (document and obtain their signature/online confirmation of accuracy).

9. The Chair will assemble the Discipline Committee consisting of 3 Board Members (Chair + 2) and the Executive Director, to discuss the appropriate penalty if any.

10. The Chair may request additional information prior to the Committee reaching a final decision as to an appropriate penalty if any.

11. The Chair will instruct the ED to prepare a Zero Tolerance Policy Offence Notice for presentation to the Offender outlining the decision of the committee.

12. The Complainant will be advised of the outcome of the investigation.

13. The complainant has 14 days to appeal the decision in writing.