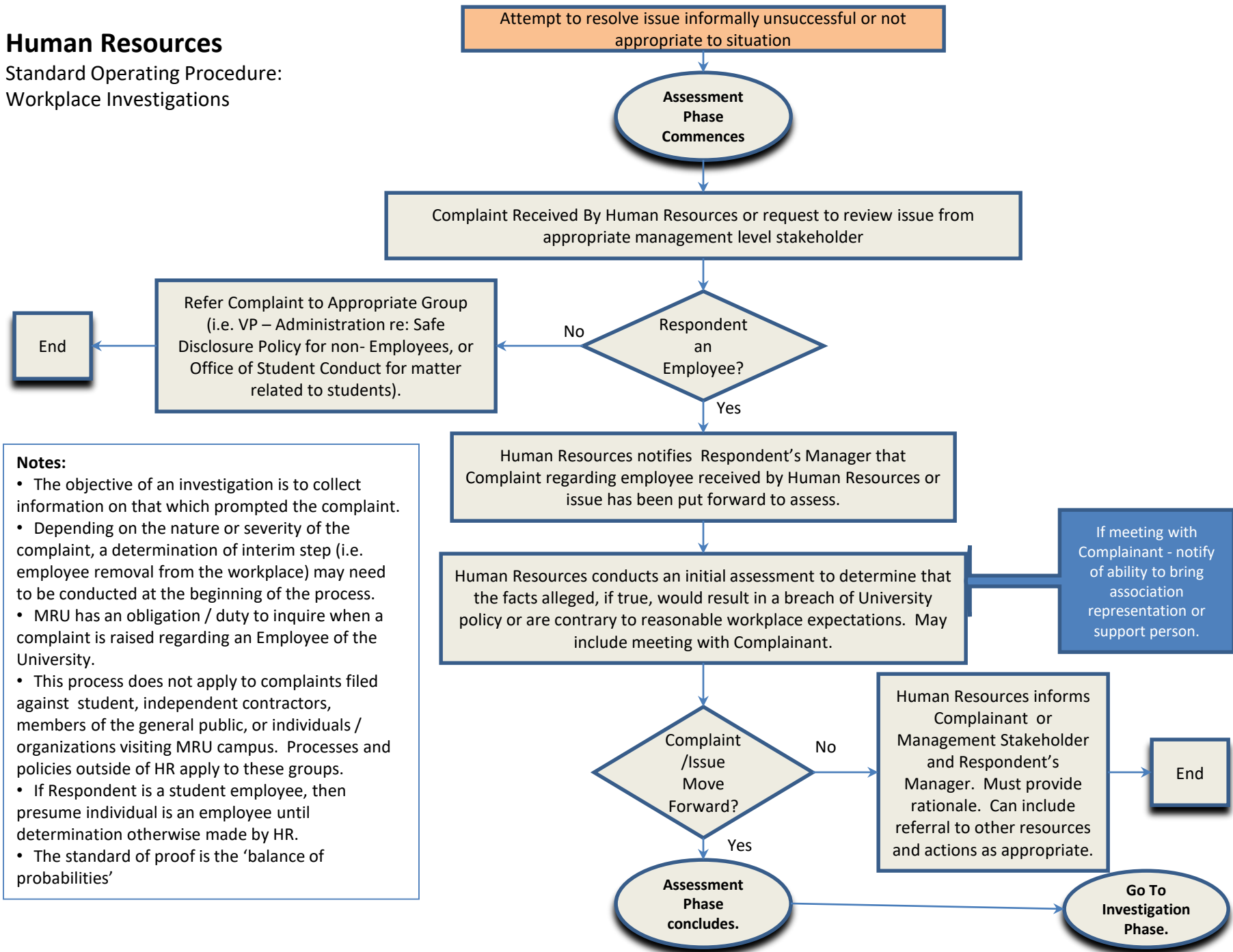


# Human Resources

Standard Operating Procedure:  
Workplace Investigations



**Notes:**

- The objective of an investigation is to collect information on that which prompted the complaint.
- Depending on the nature or severity of the complaint, a determination of interim step (i.e. employee removal from the workplace) may need to be conducted at the beginning of the process.
- MRU has an obligation / duty to inquire when a complaint is raised regarding an Employee of the University.
- This process does not apply to complaints filed against student, independent contractors, members of the general public, or individuals / organizations visiting MRU campus. Processes and policies outside of HR apply to these groups.
- If Respondent is a student employee, then presume individual is an employee until determination otherwise made by HR.
- The standard of proof is the 'balance of probabilities'

