

# WORKPLACE HARASSMENT & DISCRIMINATION

## Complaint Procedure Flowchart & Information Sheet

All academic and non-academic employees and students are encouraged to explore Direct Action, Informal Complaint and/or Mediation as a means to try and resolve the concern prior to a Formal Complaint. The most appropriate action to take will be dependent on the circumstances and the nature of the alleged misconduct. **A Formal Complaint can be filed directly or after Direct Action and/or an Informal Complaint are considered.** Additionally, nothing precludes King's from deciding that it may be necessary to take appropriate action (at an informal or formal level), even if the complainant does not wish the matter to proceed. Please contact [Human Resources](#) if you are unsure on how to proceed.

If an academic or non-academic employee, or student, experiences harassment or discrimination at King's, there are several available options to explore as a means to address the concern.

