









- (4) If for any reason the above is not feasible or if the above efforts fail to resolve the perceived conflict, complainants have three options to consider in deciding which course of redress is most appropriate. The complainant can:
- Request a mediated solution through their Deputy Head or the Deputy Minister, Finance
  - Submit a formal written complaint to their Deputy Head or Deputy Minister, Finance or
  - Submit a grievance in accordance with Human Resources Manual (HRM)701: Grievances and Complaints or their collective agreement

#### 10. **Role of the Mediator**

- (1) The mediator will attempt to reach an agreement between the complainant and respondent and will provide a report to the Deputy Minister, Finance about the outcome of that process.
- (2) Mediation can proceed when the complainant and respondent agree in writing that they concur with entering a mediation process
- (3) The responsible Deputy Head will assign a mediator acceptable to the complainant and respondent.
- (4) If a mediated solution is reached, the complainant and respondent will sign the agreement which will be limited to a description of the resolution of the complaint. Copies will be confidential, filed according to Human Resources practices, and non-disciplinary, subject to no new allegation of conflict arising between the parties during the following one-year period.
- (6) If any wrongdoing related to the complaint is established, or if the mediated agreement includes an admission of wrongdoing by either party, the responsible Deputy Head may take corrective action.













- Interviewing both the complainant and the respondent to the conflict as soon as possible
- Determining which information and witnesses are relevant to the conflict
- Interviewing relevant witnesses and review any documentation related to the conflict situation
- Completing the investigation and submit a report within six (6) weeks of commencing the investigation

### **PREROGATIVE OF EXECUTIVE COUNCIL**

Nothing in this directive shall in any way be construed to limit the prerogative of Executive Council to make decisions or take action respecting the workplace conflict management directive of the GN, outside the provisions of this directive.

### **AUTHORITIES AND REFERENCES**

*Public Service Act*

*Nunavut Human Rights Act*

Collective Agreement with the Nunavut Employees Union

Collective Agreement with the Nunavut Teachers Association

Excluded Employees' Handbook

Senior Managers' Handbook

Harassment Free Workplace Policy

*Access to Information and Protection of Privacy Act*

Human Resources Manual

Section 701 – Grievances and Complaints

Section 801 – Employee Discipline

Section 1010 – Harassment Free Workplace



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Building *Nunavut* Together  
*Nunavut* liuqatigiingniq  
Bâtir le *Nunavut* ensemble

## Human Resources Manual Directive 1018: Workplace Conflict Management

### CONTACT

For further information or clarification, please contact:

**Director, Employee Relations and Job Evaluation**  
**Department of Finance**  
**Iqaluit, Nunavut**  
**975-6211**