
Online Violence & Harassment Reporting

User Guide – V 12.0

May 3, 2021

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Overview

Violence & Harassment Reporting

Online Workplace Violence and Harassment is a dynamic webform designed to assist your organization in collecting key details of incidents involving violence and harassment in the workplace.

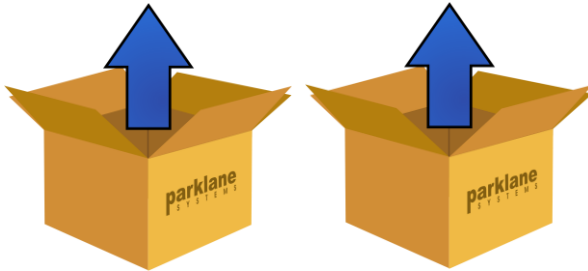
This online form allows employees to report sensitive issues directly to specified recipients without requiring a supervisor's input/notice. This method of reporting is used to help ensure employees experience less fear of reporting these types of incidents; thereby assisting in the effort to reduce violence and harassment in the workplace.



This document will describe:

- How to set up your Violence and Harassment Report Webform
- Customizing features
- The webform process/sample screenshots

System Set Up Required



The Violence & Harassment application must be installed on a compatible web server.

The web service can run on both Windows and Linux platforms. The Parklane application and web server can reside on the same or separate servers. Some options must also be set up in Parklane's Incident Reporting Module.

Web Menu

Access to the Violence & Harassment Report main menus are via a short cut on the desktop, or through a 'favourite' in a web browser. There is no other set up required by the user. All set up procedures are done on the web server. Contact Parklane for installation instructions.



Under **Settings**, a company logo may be added which will appear on the Violence & Harassment Form. Contact Parklane Support for detailed assistance.


Company Logo

You can choose to add a company logo to your web forms. This logo will appear in the upper-right corner on certain pages.

If your logo does not appear below, place a copy into the **C:/Parklane/WebsiteFiles/complogo** folder on the server and click "Refresh Images"

NOTE: The recommended dimensions of the logo are less than 275x75, however you can replace the image file if the dimensions are not correct.

☐ No Image Selected


☒ PSDR01.png: 



Company Logo

Here

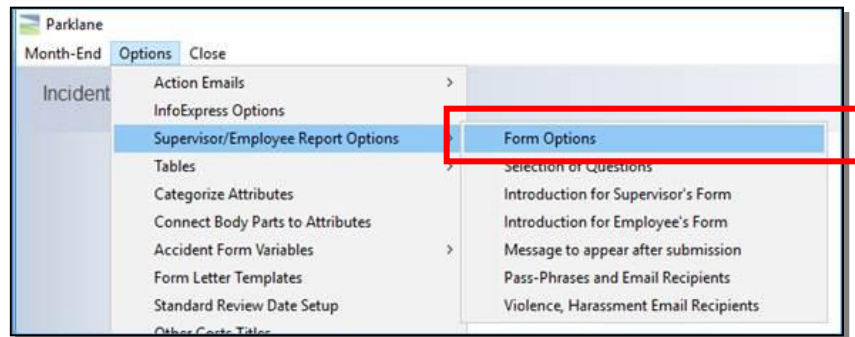
☐ complogo1.png:

 Refresh Images

Options

Prior to any data being received by Parklane, the setup of the Supervisors/Employee Options must be completed in the Parklane Incident Reporting Module. From Incident Reporting Main Menu, select **More> Options> Supervisor/Employee Report Options/Form Options**.

Form Options



Under **Employee's Report and Violence & Harassment**, select the option by which the employee is able to search for their name. All other options on this panel are related to the online Employee and Supervisor Incident Reporting web forms.

A screenshot of the 'CD3X Options for Report of Supervisor, Employee and Violence & Harassment' form. The 'Employee's Report and Violence & Harassment' section is highlighted with a red box. It contains the following options:

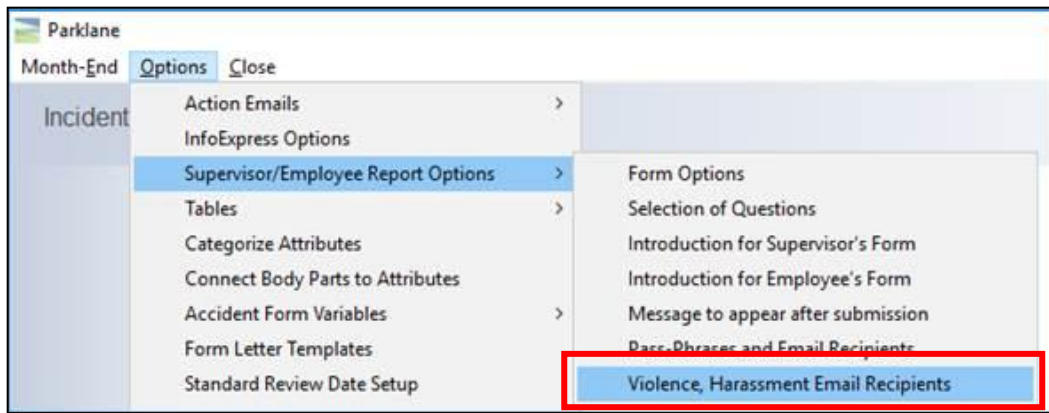
- ☒ Enable Employee Report
- ☒ Employee can search by First name, last name, birth date
- ☐ Employee can search by Employee ID, birth date

Other options include:

- ☐ Supervisor can search by name
- ☒ Supervisor can search by date
- ☐ Exclude D7V attachment from email sent to PassPhrase recipients?
- ☐ Email will be sent to Employee's Supervisor and OHS.
- ☒ Email will be sent to OHS only.
- ☐ Email will be sent to Supervisor, otherwise send to OHS (not both*).
- ☒ Add Incident on Employee submission: Date, Time, Happened. Update Incident on Supervisor submission. (Note: Supervisor submission replaces all data on incident with the exception of Comments, Doc Links & Doc Folders.)
- ☐ Exclude D7V attachment (details of incident in report format) from email to OHS?
- OHS Email address: s.kane@parklanesys.com

At the bottom, it says 'Last Modified 17/02/2021 SARA' and 'Exit F12'.

Violence & Harassment Email Recipients



To generate email notifications, recipients must be specifically identified. Go to **More /Options /Supervisor /Employee Report Options/Violence, Harassment Email Recipients**.

If a Parklane User is to be notified, the ID must be entered exactly as it appears in Security. Click the **F1** button and select the User from the list provided. If the recipient is not a Parklane User, click the **Check** box, press tab and enter the email address of that individual.

The screenshot shows the 'CD3J Violence & Harassment Email Recipients' form. The form has a header bar with the title 'CD3J Violence & Harassment Email Recipients'. Below the header, there is a message: 'Email Recipients must be entered for each company.' and a printer icon. The form contains a table with three columns: 'User ID', 'Check if recipient is not a User', and 'Email Address'. The 'F1' button is located in the top right corner of the table area.

User ID	Check if recipient is not a User	Email Address
SE	<input type="checkbox"/>	S.Ellis@Parklanesys.com
SP	<input type="checkbox"/>	s.pinney@parklanesys.com
NotAUser	<input checked="" type="checkbox"/>	sherpasandy@gmail.com
JJ	<input type="checkbox"/>	j.aukema@parklanesys.com
KF	<input type="checkbox"/>	support@parklanesys.com
SK	<input type="checkbox"/>	s.kane@parklanesys.com

Violence & Harassment Report

Reporting A Violence or Harassment Incident

The employee will access the Violence and Harassment Report via a short cut on the company intranet.



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Available Web Forms

- Incident Reporting - Employee Incident Report
- Incident Reporting - Supervisor Incident Report
- Incident Reporting - Violence and Harassment Report**

The employee will be asked a question to confirming this is a violence and harassment incident. Depending on the Form Options setup, the employee will have one of two Lookup options. Either by entering their First Name, Last Name and Birth Date or by entering their Employee ID and Birth Date.



parklane Violence and Harassment Report

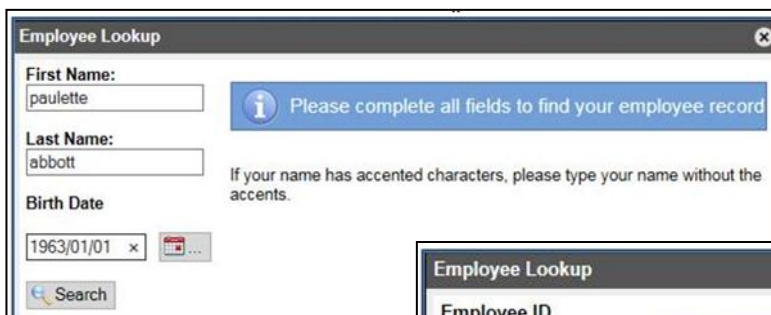
Language: English

Company Logo Here

Are you reporting an incident of Violence and/or Harassment? ☒ Yes ☐ No

Employee Details

*Employee Name



Employee Lookup

First Name:

Last Name:

Birth Date:

Please complete all fields to find your employee record

If your name has accented characters, please type your name without the accents.



Employee Lookup

Employee ID:

Birth Date (YYYY/MM/DD):

Please complete all fields to find your employee record

Once the employee's name appears to the right of the entry fields, they will click on their name to open the blank reporting record.

The screenshot shows an 'Employee Lookup' form. It has two input fields: 'Employee ID' with the value '156' and 'Birth Date (YYYY/MM/DD)' with the value '1963/01/01'. To the right of these fields, it says '1 person was found. Displaying page 1 of 1'. Below this, the name 'PAULETTE ABBOTT' and title 'ADMIN - CLERK 3' are displayed and circled in red. At the bottom left, there is a 'Search' button with a magnifying glass icon, also circled in red.

Employee Details

The employee will see their name in the Lookup field and see additional demographic information below (as defined in Options).

The screenshot shows the 'Employee Details' section of a 'Violence and Harassment Report' form. At the top, it says 'Are you reporting an incident of Violence and/or Harassment?' with 'Yes' selected. Below this, the 'Employee Name' is 'PAULETTE ABBOTT' from an 'Employee Lookup' field. To the right, it says 'PkDev16 Data (3060) - ON'. Below the name, there are several fields: 'Employee ID' (A11780), 'Job Class / Position' (CO-ORDINATOR), 'Employee Union' (UNIONA), 'City' (LONDON), 'Gender' (Female), 'Birth Date' (1958/01/01), and 'Hire Date' (2014/12/10).

Incident Description

The employee will begin by entering the Date of Incident and Time.

The screenshot shows the 'Incident Description' section of the form. It has a label '*Date of Incident:' followed by a date input field 'YYYY/MM/DD', a 'Today' button, and a calendar icon. To the right, there is a 'Time:' label followed by a time input field and a 'Pick' button with a clock icon.

Incident Details

Once confirmed, the form will expand to allow entry of the incident details. A drop down is provided for the Location of the incident. The Location table is pre-defined in the Options area of the Incident Reporting module. A series of free-text question fields are provided, allowing the employee to describe details of the incident.

Incident Details

Location where incident occurred

*What happened to cause this incident?

You have 960 characters left

*What were you doing at the time of this incident?

You have 960 characters left

Provide all additional details that are relevant or significant.

Violence, Harassment Details

Next, a number of detailed questions are provided which, depending on the response, will open additional panels for completion.

Violence, Harassment Details

Did the situation involve physical violence?

Yes

No

Did the situation involve harassment?

Yes

No

Were weapons involved?

Yes

No

Unknown

Is the aggressor a third-party to the company?

Yes

No

Is the aggressor an employee of the company?

Yes

No

Aggressor Identification (Name, Address, Age, Height, Role)

You have 800 characters left

Is domestic violence a factor in this incident?

Yes

No

Has the aggressor been involved with any previous violent incidents with staff?

Yes

No

Were the Police summoned for this incident?

Yes

No

Each corresponding panel to an affirmatively answered question is displayed below.

Did the situation involve physical violence? ☒ Yes ☐ No

Type of physical violence against worker

<input type="checkbox"/> Attempted	<input type="checkbox"/> Pulling	<input type="checkbox"/> Sexual
<input type="checkbox"/> Biting	<input type="checkbox"/> Punching	<input type="checkbox"/> Spitting
<input type="checkbox"/> Exercised	<input type="checkbox"/> Pushing	<input type="checkbox"/> Striking
<input type="checkbox"/> Kicking	<input type="checkbox"/> Scratching	<input type="checkbox"/> Threatened
<input type="checkbox"/> Other	<input type="text"/>	

Did the situation involve harassment? ☒ Yes ☐ No

Type of harassment against worker

<input type="checkbox"/> Bullying	<input type="checkbox"/> Destruction of Personal Property	<input type="checkbox"/> Telephone / Texting
<input type="checkbox"/> Comment(s) made	<input type="checkbox"/> Malicious Rumour	<input type="checkbox"/> Verbal
<input type="checkbox"/> Conduct	<input type="checkbox"/> Stalking	<input type="checkbox"/> Written / Email
<input type="checkbox"/> Other	<input type="text"/>	

Were weapons involved? ☒ Yes ☐ No ☐ Unknown

Type of weapons used

<input type="checkbox"/> Brick / Stone	<input type="checkbox"/> Gun / Firearm	<input type="checkbox"/> Stick / Bat / Bar
<input type="checkbox"/> Explosive Device / Bomb	<input type="checkbox"/> Knife	
<input type="checkbox"/> Glass / Bottle	<input type="checkbox"/> Needle / Sharps	
<input type="checkbox"/> Other	<input type="text"/>	

Is the aggressor a third-party to the company? ☒ Yes ☐ No

What is the first aggressor's relationship to the worker?

If "Other" is selected, please explain:

If applicable, what is the second aggressor's relationship to the worker?

If "Other" is selected, please explain:

Is the aggressor an employee of the company? ☒ Yes ☐ No

Employee's Name:

Is the aggressor an employee of the company? ☒ Yes ☐ No

Employee's Name:

Aggressor Identification (Name, Address, Age, Height, Role)

You have 800 characters left

Is domestic violence a factor in this incident? ☒ Yes ☐ No

Has the aggressor been involved with any previous violent incidents with staff? ☒ Yes ☐ No

Please Explain:

Were the Police summoned for this incident? ☒ Yes ☐ No

Was a police statement or report taken? ☐ Yes ☒ No

Have charges been laid, or are pending? ☐ Yes ☒ No

Police Incident Number (if known)

Witness Details

Multiple witnesses can be added. If entered in error, a witness may be deleted.

Witness Details

Witness(es) of Incident:

*Name:

Address:

Telephone Number:

Reporting Information

Reporting Information

Person who entered this incident report.

First Name:

Last Name:

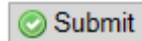
Telephone Number:

Email Address:

Position / Title:

Normal Working Hours:

Form Submission



Upon completion, click the **Submit** button. If any fields are incomplete, the employee will receive a warning and the missed information field will be highlighted.



You missed 2 required (*) fields. Please correct and try again.

*Date of Incident:

YYYY/MM/DD

12 Today





Once the submission is successful, the employee will see a confirmation panel which includes a submission ID number and options to print the report, start a new report or return to the Home page of the form.


Submission Complete

Your submission ID is **30670**

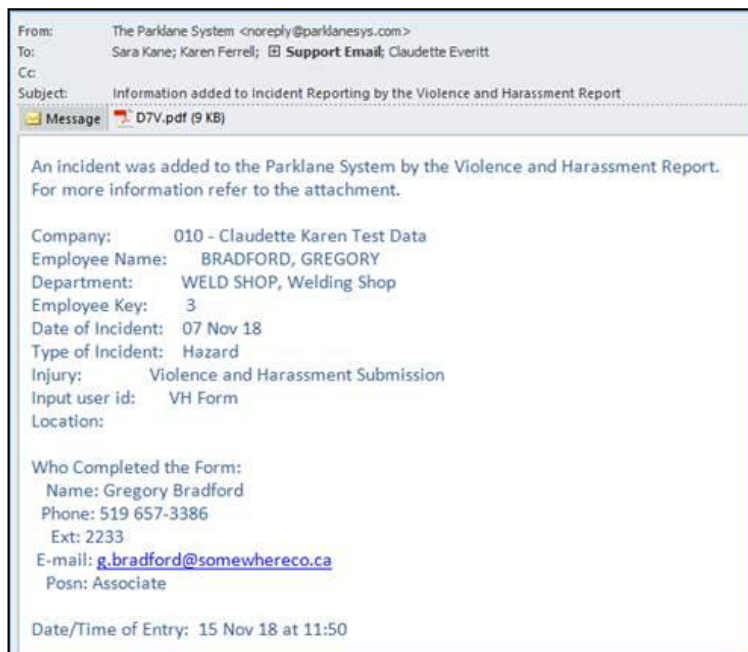
This report has now been submitted. You can either print a copy of the submitted report, or return to the home page.

 Print Report

 Start a New Report

 Home Page

A successful submission will generate an email to the specified email recipients. An attachment is included which provides additional detail.



An incident is created in Incident Reporting.

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