Online Violence & Harassment Reporting

User Guide – V 12.0

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parklane
S Y S T E M S

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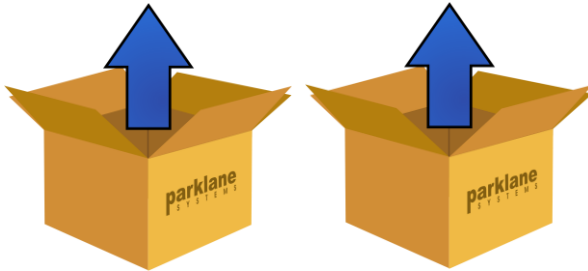
The Violence & Harassment application must be installed on a compatible web server.

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.

parklane SYSTEMS   Web Extensions

Available Web Forms

Incident Reporting - Employee Incident Report

Incident Reporting - Supervisor Incident Report

Incident Reporting - Violence and Harassment Report

Settings   Product Versions

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

○ No Image Selected
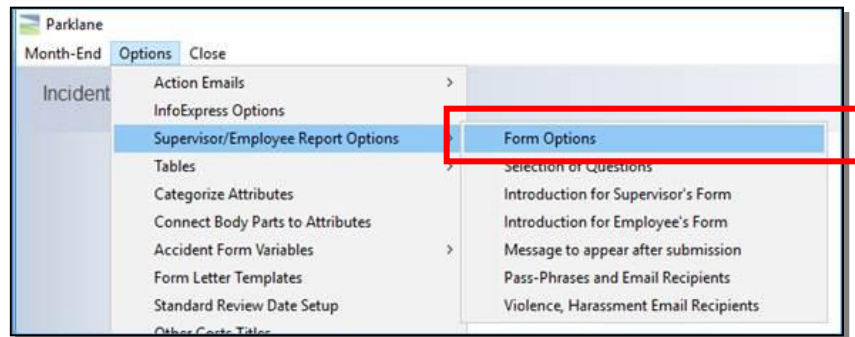
◉ PSDR01.png: █

○ 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.

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 <u>not</u> a Parklane User, click the **Check** box, press tab and enter the email address of that individual.

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.

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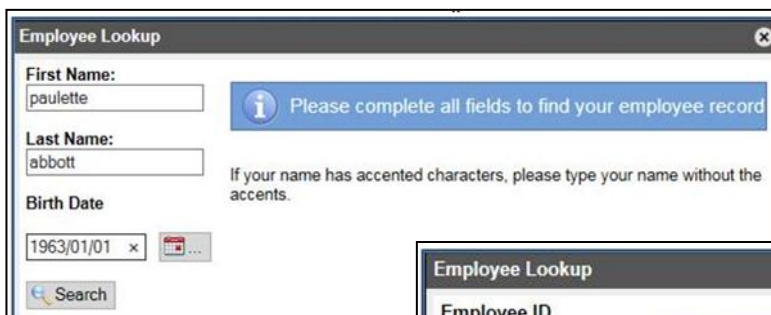
Once the employee's name appears to the right of the entry fields, they will click on their name to open the blank reporting record.

Employee Details

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

Incident Description

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

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

☐ Attempted	☐ Pulling	☐ Sexual
☐ Biting	☐ Punching	☐ Spitting
☐ Exercised	☐ Pushing	☐ Striking
☐ Kicking	☐ Scratching	☐ Threatened
☐ Other		

Did the situation involve harassment?   ● Yes   ○ No

Type of harassment against worker

☐ Bullying	☐ Destruction of Personal Property	☐ Telephone / Texting
☐ Comment(s) made	☐ Malicious Rumour	☐ Verbal
☐ Conduct	☐ Stalking	☐ Written / Email
☐ Other		

Were weapons involved?   ● Yes   ○ No   ○ Unknown

Type of weapons used

☐ Brick / Stone	☐ Gun / Firearm	☐ Stick / Bat / Bar
☐ Explosive Device / Bomb	☐ Knife	
☐ Glass / Bottle	☐ Needle / Sharps	
☐ Other		

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: ⊕ Add a Witness

*Name: [   ]

Address: [   ]

Telephone Number: [   ]

⊗ Delete Witness

⊕ Add a Witness

Reporting Information

Reporting Information

Person who entered this incident report.

First Name: [   ]

Last Name: [   ]

Telephone Number: [   ]

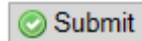Email Address: [   ]

Position / Title: [   ]

Normal Working Hours: [   ]

⊙ Submit

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.

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.

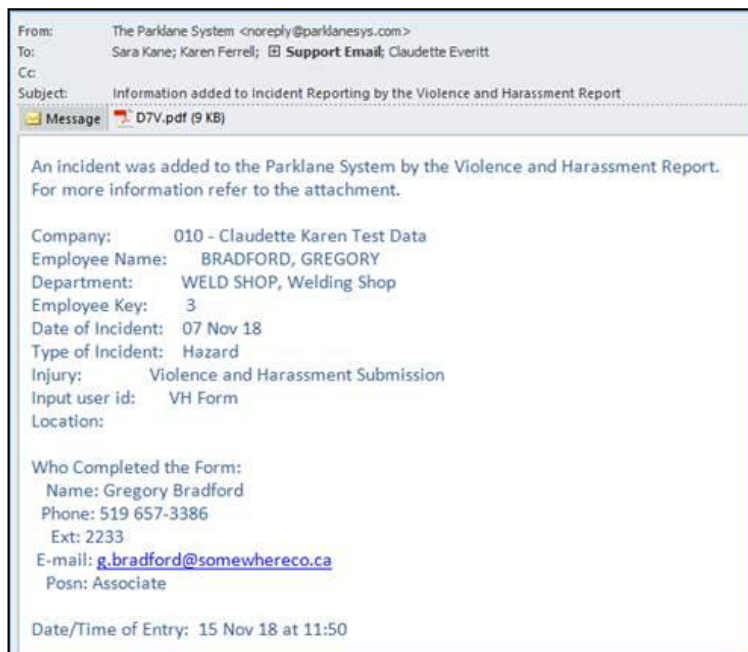A successful submission will generate an email to the specified email recipients. An attachment is included which provides additional detail.

An incident is created in Incident Reporting.

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Access the Parklane web site for more details about Parklane products

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