



Support Person – Fact Sheet

A principal party or responding party to an alleged occurrence of workplace harassment and violence can seek the support of someone they trust to accompany them during the resolution process¹.

The support person can be a friend, family, union representative, co-worker or another person of their choice. The role of support person is to assist a party, but not to represent or make representations on behalf of any party.

The support person designated by one of the parties, may aid a party in administrative tasks, such as:

- Scheduling meetings or interviews; and
- Receiving updates on the status of the resolution process.

Should the principal or responding party elect to utilize a support person, they must inform the employer or designated recipient that they are designating someone to be their support person and their relationship to them.

The Support Person

CAN	CANNOT
<ul style="list-style-type: none"> • be a union representative • be a colleague (who is not involved with the alleged occurrence) • be a spouse or partner • be family member or friend 	<ul style="list-style-type: none"> • be a witness to the occurrence(s) • be an employer representative in the process • support both the principal party and responding party
Provide advice and guidance to the party on any matters they feel are relevant	Speak on behalf of the party
Speak on their behalf regarding matters related to the administration of the resolution process, such as: <ul style="list-style-type: none"> • scheduling meetings or interview, and • receiving updates on the status of the resolution process 	Share information about the occurrence with anyone
Accompany a party for the purpose of providing emotional support	Respond to questions regarding the occurrence during the negotiated resolution, conciliation or investigation

¹ DND WHVP Policy Manual, Step 3 Resolution Options/Support Person and Annex A: Definitions