



OFFICE OF THE CLERK – WORKPLACE REVIEW SC459897 – Appendix A TERMS OF REFERENCE

Purpose

The Workplace Review will consist of a Review of concerns raised about the work environment in the Office of the Clerk (Office) at the Northwest Territories Legislative Assembly (NTLA) and an Investigation into allegations of harassment and/or misconduct.

Authority

The Review and Investigation are authorized by the Board of Management of the NTLA.

Mandate

In relation to the Review, the independent, third-party will:

- Conduct a review of generalized concerns raised about the work environment of the Office during the 19th Legislative Assembly (October 1, 2019 to present).
- Provide current and former staff of the Office of the Clerk, since the beginning of the 19th Assembly, with the opportunity to speak voluntarily to the independent third-party firm.
- Quintet is authorized to identify and invite "knowledgeable individuals" to participate in the Review of the work environment of the Office of the Clerk. This would include individuals with direct knowledge of the work environment within the Office of the Clerk or those having relevant information or documents relating to the work environment during the 19th Legislative Assembly. Reportedly unresolved historical conflicts may be examined to the extent they continue to have a reported impact on the current work environment of the Office of the Clerk. As is the case for other participants in the Review, these knowledgeable individuals would be able to speak confidentially.
- Ensure participants are reminded of the confidentiality of the process.
- Produce a Review Report that:
 - summarizes the information gathered without revealing the identity of any one participant;



- determines whether or not the evidence establishes that the work environment in the Office is poisoned/toxic;
- summarizes any other topics or themes that emerge from interviews with participants, both positive and negative; and
- o makes recommendations for next steps and future actions.

In relation to the Investigation, the independent, third-party will:

- Conduct an investigation of three individual written complaints of harassment and/or misconduct relating to the alleged conduct of an employee of the NTLA.
- Conduct interviews with the relevant parties and witnesses.
- Ensure the parties and witnesses are reminded of the confidentiality of the process.
- Produce an investigation report that:
 - o summarizes the evidence gathered; and
 - contains analysis, findings and conclusions relating to the allegations raised in the written complaints.

The independent, third-party will carry out all aspects of the Review and Investigation in a manner consistent with the principles of procedural fairness, and relevant or applicable legislation, policies and codes. The Workplace Review must be conducted in a confidential manner.

The independent, third-party will provide its reports to the Board of Management.