HS04 – Conflict and Unethical Behaviour Case Files

These records relate to the activities of the Conflict Management and Human Rights Office (CMAHRO) in response to conflicts and allegations of non-human-rights-related unethical behaviour under UW Policy 33: Ethical Behaviour.

*This records class is a Personal Information Bank.*

Content & Scope

These records arise from the provision of services to resolve disputes and issues related to non-human-rights-based unethical behaviour. This records class includes the informal resolution of disputes such as informal facilitation, investigation, complaint support, management consulting, and conflict coaching.

This records class excludes records related to alleged infringements under the Human Rights Code.

The records include agreements to mediate, memoranda of understanding, witness statements, interview notes, meeting notes, supporting documents, and related correspondence.

Related Records

- For records of the response of the CMAHRO to human-rights-based issues, see HS07: Human Rights Complaints
- For records related to formal resolution of issues relating to students, see ST80: Student Appeals Case Files, ST85: Student Discipline Case Files, and ST88: Student Grievances Case Files
- For records related to formal resolution of issues relating to faculty and staff, see HR43: Discipline (Faculty) Case Files, HR45: Discipline (Staff) Case Files, and HR48: Dispute Resolution and Grievances

Responsible Unit

CMAHRO

Information Steward

Associate Vice-President, Human Rights, Equity & Inclusion

Privacy Classification

Restricted

Retention

5 years after last action on case

Disposition

Secure Destruction

Authority

University of Waterloo Act, 1972; Policy 33: Ethical Behaviour
Retention Rationale
The retention period is based on operational use.

Other Units With Copies
Units involved in the case

Retention of Copies
Until the case is closed

Disposition of Copies
Secure Destruction

Approval Date(s)
December 19, 2011