

BAO Complaint Process Roles and Responsibilities

Internal Affairs Group (IAG) – Comprised of HR Deputy and Senior District Counsel and may include subject matter experts and other staff; Supports 3rd Party Consultant and Investigator throughout entire process; Reports directly to the Chair through the Ad Hoc Committee.

Project Manager – Oversees investigation process and monitors contract with investigator to ensure deliverables are complete on time and within schedule.

3rd Party Consultant – Selected from an on-call list of legal firms to conduct the initial assessment of the complaint; This person can also be the Project Manager; Provides information to the Chair.

Investigator - Selected from an on-call list of legal firms to investigate a complaint if warranted; This person is independent; Produces deliverables based on the contract.

Chair – Receives notification of complaint from HR Deputy or Senior District Counsel; Approves contract with investigator; Appoints Ad Hoc Committee members.

Ad Hoc Committee- Comprised of the Chair and 2 other board members who monitor the progress of the investigation. The committee provides updates to the full board and communicates issues as they arise for full board direction.

Board of Directors – Provides direction on the complaint and the investigation as issues arise; Provides direction on post-investigation.

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