

Harassment Complaint Form Appendix A Last revised April 2019

Note: Submit the completed form to management, or to the Chief Executive Officer (CEO).

1. Complaint Information :		
Name (print)	Job Title	
Department	Workplace Address	
Phone Number (phone numbers will not be share	Email with respondents)	
2. Grounds for Complaint: (Check all that apply)	what grounds do you believe the alleged harassment occurred?	
unwelcome. It includes of demeans, belittles or cau Without limiting the abo Rights Act, i.e., harassmanational origin, ancestry orientation, sex, gender is Sexual Harassment—a series of incidents, that mas placing a condition of contract. Abuse of Authority—version person's job, undermine or influence a person's careasonably be known to be Poisoned Work Enviro that creates a hostile or bullying, graffiti, sexual, pornographic or other of	lent — characterized by an activity or behavior not necessarily directed at anyone in particular ensive workplace. Examples of a poisoned work environment include but are not limited to cial or religious insults or jokes, abusive treatment of an employee and the display or	
4. Details of the complaint: Provide relevant details		
Date/ Time:	Location:	
What happened? What were	e circumstances surrounding the alleged harassment?	
Have you addressed this with the respondent(s)? When? How?		



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5.	Direct Witnesses:	
	Name	Contact Information
6.	Relevant Documents: Please attach copie	es of any documents you consider relevant to this complaint.
7	Cianatura	
/.	Signature:	
	By signing this complaint, you are agreeing to have a copy submitted to *Human Resources. Your complaint will be maintained in confidence; however; relevant information will be shared to the extent necessary to determine the appropriate resolution of this matter. *(Or Deputy Minister of Finance and Treasury Board where submitted in the appropriate circumstances per policy AD 291 7.2.b). The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the investigation deems relevant.	
	Signature	Date