

COMPLAINT FORM

Please be sure to complete all sections of this form and return to the University of Calgary (the "University") Associate Vice President of Human Resource at A200G, 2500 University Drive NW, Calgary, Alberta T2N 1N4. The University must receive your complaint within one year after the alleged workplace incident occurred.

A. Complainant Contact Information

Name:

Daytime phone number:

Position:

Manager/Supervisor:

B. Respondent(s) Information

Name:

Daytime phone number:

Position:

Manager/Supervisor:

C. Identify the type of Incident/Conduct/Behaviors being complained of:

- Respect in the Workplace
 - Bullying
 - Abuse
 - Harassment
- Serious Workplace Misconduct
- Other (*specify*)_____.

D. Statement of Complaint (details)

Write a statement to support your complaint and include all of the following information:

- What is alleged to have occurred?
- When did the incident(s) take place? Provide specific details including dates (day/month/year).
- Is the conduct/behavior still occurring?
- Where did incident take place?
- Who else may have observed/experienced/witnessed the incident(s)?
- Describe the impact of the incident(s) on you personally?

E. Signature of Complainant attesting to Complaint

Please read the statement below and sign and date this form.

I am making a complaint in accordance with the *Respect in the Workplace Program*, the *Sexual Violence Policy* or the *Harassment Policy*. I declare the information I have provided is true to the best of my knowledge and belief. I understand that if my complaint is accepted, the University will provide a copy of the Complaint to the Respondent.

Complainant's signature

Date

F. Privacy Statement

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to document your complaint and form the basis for an investigation if initiated. If you have any questions about the collection or use of this information, please contact Trisha McPherson at trisha.mcpherson@ucalgary.ca.