

Respectful College Community Complaint Form

The purpose of the Respectful College Community Policy is to address claims of discrimination and harassment. If you feel you have experienced or witnessed offensive behaviour outlined in the policy, fill out this form to the best of your ability and forward it to your Supervisor or the Human Resources Department. Please print clearly.

Today's Date: _____

Section A: Complaint Information

Name: _____	Position: _____
Department: _____	Extension: _____
Email: _____	
Supervisor's Name: _____	Supervisor's Title: _____
Supervisor's Extension: _____	

Section B: Respondent Information

Respondent refers to the subject of the allegation.

Name: _____	Position: _____
Department: _____	Extension: _____
Email: _____	
Supervisor's Name: _____	Supervisor's Title: _____
Supervisor's Extension: _____	

Section C: Initiator Information

Initiator refers to the employee who originally identified the offensive behavior. This section is only to be filled out if different from complainant.

Name: _____	Position: _____
Department: _____	Extension: _____
Email: _____	

Section D: Information on Issue(s) or Incident(s)

Initial issue/incident occurrence date: _____

In your own words describe the occurrence and include all other dates, times, locations, witnesses, etc.

Please describe what actions, if any, that you have taken to try to resolve this problem:

Have you documented any of this information?

Yes No

Is this information attached?

Yes No

Have you discussed the situation with the respondent?

Yes No

Have you discussed the situation with your manager, HR professional or someone in authority?

Yes No

What was the result of these interactions?

Yes No

Do you have any ideas on how your complaint could be resolved?

What resolutions are you seeking?

Upon Completion, Please Send to:

Supervisor or Spencer Dickson in Human Resources Department

Date Received: _____

If you need assistance completing this form, please contact Spencer Dickson at ext. 3627 or by email spencer.dickson@lambtoncollege.ca.

Please note that this document and any attachments to it that you provide in the course of filing a complaint will be held in confidence by the college. The complaint form and its attachments will be disclosed to the respondent in the complaint and to the investigator appointed to assist with the resolution of this complaint, as outlined in the policy procedures. Your signature confirms that you have been made aware and give permission for the above use of this information.