



Human Rights, Personal Harassment Sexual Harassment and Sexual Assault Formal Written Complainant Statement Guideline

Naturally, each complaint is different in form and substance and as such does not readily lend itself to a pre-set form. For your complaint, please prepare a written document labelled “Formal Complaint” that, **in separate paragraphs** and on separately numbered pages, provides the following details:

- Identify yourself as the complainant and confirm your name, address, e-mail address, faculty, status or position, length of time at the University, phone numbers.
- Identify respondent(s), address, faculty, status or position and phone numbers (if known). If your complaint is regarding more than one respondent, you must prepare a separate complaint for each respondent.
- Confirm that you are filing a formal complaint under the Respectful Work and Learning Environment Policy
- State how and when you first came in contact with the respondent(s), i.e. work, social, strangers.
- State your relationship to the respondent(s), if any, i.e. supervisor, student, professor, etc.
- Identify whether you are contending the respondent(s) subjected you to discrimination, human rights-based harassment, sexual harassment personal harassment or sexual assault, the behaviors that the RWLE and Sexual Assault procedure applies to. For discrimination and human rights-based harassment allegations, identify what characteristic(s) you are claiming apply (e.g. ancestry, sex, sexual orientation, age, disability, etc.). ***For guidance, please refer to the prohibited conduct section of the RWLE and Sexual Assault Procedure, starting at section 2.4 for the definitions of discrimination, human rights-based harassment, personal harassment and sexual assault.***
- State the first time the behavior alleged to be discrimination, human rights-based harassment, sexual harassment, personal harassment, or sexual assault occurred (provide a date, if possible, or if you cannot recall the specific date your recollection as to when you believe the incident happened), where the alleged behavior occurred, who else was present (if anyone) and what exactly happened.

- Set out the chronology of any behaviour alleged to be discrimination, human rights-based harassment, sexual harassment, personal harassment, or sexual assault that occurred subsequent to the first incident covering:
 - ✓ what happened
 - ✓ where it happened
 - ✓ when it happened
 - ✓ who else, if anyone, witnessing
- Reference, in the body of your complaint, any persons you have spoken to about the behaviour and the result.
- Indicate if the respondent(s) has ever been confronted about the behaviour,
- Explain why it is that you have decided to file a formal complaint.
- Sign and date your complaint (you must sign each one, in the case of multiple complaints) and then submit it to the Office of Human Rights and Conflict Management.

NOTE: The following is further information that should be submitted, if available, **in a separate document(s)** along with your complaint:

1. Are you aware of any information that supports your complaint but is currently not in your possession? For example:
 - ✓ tape recordings
 - ✓ photos/letters/cards
 - ✓ clothing
 - ✓ other documents
 - ✓ e-mails, text messages, etc.

Indicate where these items are currently being held and how they may be obtained.

2. Provide any documents in your possession that you believe support the allegations set out in your complaint.
3. List on a separate piece of paper any names, addresses and phone numbers of witnesses or other persons you feel may have relevant information concerning your complaint.
4. State where you prefer to be contacted e.g. home or work, phone or via e-mail.

*****IMPORTANT:** Recognize that your formal complaint (absent your witness information) must be shared with the respondent(s) pursuant to the Respectful Work and Learning Environment Policy or the Sexual Assault Policy. When the respondent(s) provides a written response to the complaint this will be shared with you.