

Appendix B

PRIVATE AND CONFIDENTIAL

Objectionable Behaviour - Formal Complaint Form

NOTE to Employees: This form must be completed and signed by the complainant and submitted to his/her manager or supervisor.

A copy of all formal complaints are to be forwarded to the Executive Officer, Human Resources.

Complainant Name

I am a

Phone Number

Work Location (if applicable)

Position (if applicable)

Respondent Name

Contact Information

Employee

☐

Yes

☐

No

Administrator/Supervisor Name

Date Rec'd

Administrator/Supervisor Signature:

Occurrence(s): What, Where, When, Witness(es)

NOTE: include all incidents of the objectionable behaviour.

Description of Objectionable Behaviour

Date

Incident Location

Witness(es)

Description of Objectionable Behaviour

Date

Incident Location

Witness(es)

Please attach a separate typewritten sheet if there are more than two(2) occurrences.

Date the complainant informed the respondent that the behaviour was unwelcome:

dd/mm/year

(Note: When the complainant and respondent are both teachers, the complainant must meet the reporting obligations of Section 18(1)(b) of the Teaching Profession Act.

Date of attempt at informal resolution

Has the complaint been reported previously?

☐

Yes

☐

No

If yes, to whom and what actions were taken? (Please attach additional typewritten pages if necessary.)

The information contained in this form is confidential and every reasonable step will be taken to maintain confidentiality in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act. This form and any attachments will be copied to the respondent(s) named above, in accordance with the Formal Complaints Process.

I the undersigned, declare that the foregoing statements are true to the best of my knowledge, information and belief

Complainant's Signature:

Date (dd/mm/year)

Instructions For Handling This Form

Please print the completed form and place it in a sealed envelope marked "PRIVATE AND CONFIDENTIAL". Forward the envelope to the Executive Officer, Human Resources, Hamilton-Wentworth District School Board, 100 Main Street West, Hamilton, Ontario L8P 1H6

DO NOT RETAIN COPIES OF THE COMPLETED FORM