

## Human Rights Complaints Resolution Procedure

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### **Appendix D: Human Rights Complaints/Concerns Form**

Reports to the HRO can be done through the Human Rights [Complaints Form \(Click Here\)](#). It is preferred to fill out the online form using the link. For those who don't want to use the online form, the following form can be filled and emailed to the HRO at [humanrights@hwdsb.on.ca](mailto:humanrights@hwdsb.on.ca)

#### **Human Rights Complaints/Concerns Form**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**School/Department/Worksite:** \_\_\_\_\_

#### **What is your connection with HWDSB?**

- ☐ Student    ☐ Parent/guardian/caregiver    ☐ Employee    ☐ Trustee    ☐ Volunteer  
☐ Representative of a partner organization    ☐ Other \_\_\_\_\_

**If you are employed by HWDSB, what is your employee group?** \_\_\_\_\_

**What is the name(s) of the respondent(s)? (A respondent is a person accused or the person of concern)** \_\_\_\_\_

#### **Status of the respondent(s) at HWDSB**

Student                      Employee                      Other \_\_\_\_\_

#### **Choose the human rights code ground(s) that applies to your concern.**

Age	Ancestry	Citizenship	Color
Creed/Religion	Disability	Ethnic Origin	Family Status
Gender Expression	Gender Identity	Marital Status	Place of Origin
Race	Sex	Record of Offence	Socio-economic status*

*\* Socio-economic status is not a protected ground under the code, but protected under the HWDSB human rights policy*

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**Describe your concern (What happened? Who was involved? When did it happen? Where did it happen?)**

**Have you reported your concern to the school principal/ superintendent/supervisor/manager/ other authority before?**

Yes

No

**If you reported your concern, to whom was it reported, and what were the actions taken?**

**What is the solution/resolution you are looking for?**

**Complainant's Signature** \_\_\_\_\_

- Submit the copy of the form you filled out to [humanrights@hwdsb.on.ca](mailto:humanrights@hwdsb.on.ca)
- Printed copy can be mailed to the HWDSB Human Rights Office, P.O.Box 2558, Hamilton, ON L8N 3L1