

HUMAN RIGHTS COMPLAINTS RESOLUTION

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.

Human Rights Complaints/Concerns Form

First Name:

Last Name:

Pronouns

Phone Number:

Email Address:

What is your connection with HWDSB?

Student

Parent/Guardian/Caregiver

Employee

Trustee

Volunteer

Representative of a partner organization

Other:

If you selected 'employee' above:

Please list your work location or site and, if applicable, your employee union group:

Are you currently on medical/sick leave from your position?

Yes

No

Where did your concern(s) or the incident(s) you are concerned about occur? Please name the school or department.

HUMAN RIGHTS COMPLAINTS RESOLUTION

Date of the alleged incident/issue: _____

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:

Please provide the names of other individuals who have knowledge of this matter (for example – witnesses):

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

Age

Ancestry

Citizenship Ethnic

Color

Creed/Religion

Disability

Origin Marital

Family Status

Gender Expression

Gender Identity

Status

Place of Origin

Race

Sex

Sexual Orientation

Socio-economic status*

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

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

HUMAN RIGHTS COMPLAINTS RESOLUTION

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?

Do you require the support of an interpreter while meeting with the Human Rights Office? If so, in which language?

No

Yes

Complainant's Signature

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