

Canadian Parents for French, National

Safe and Respectful Workplace - Complaint Form

Date this complaint is submitted: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

Name of person or persons against whom you are making a complaint:

\_\_\_\_\_  
\_\_\_\_\_

If you are alleging that you have been bullied, harassed or discriminated against, please review our Respectful Workplace Policy and describe below, in detail, based on the definitions in the Policy, how you believe you have been bullied, harassed or discriminated against.

For each allegation of bullying, harassment or discrimination, please provide the following information. You will need to fill out more than one form if there are multiple allegations. Please fill out a separate form for each incident of alleged bullying or harassment:

Date the incident occurred: \_\_\_\_\_

Time of day the incident occurred: \_\_\_\_\_

Location the incident occurred: \_\_\_\_\_

Detail exactly what happened – i.e., what was said or what actions occurred and who were the people saying the things that you say constitute bullying, harassment or discrimination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses to the incident? Yes or No? If yes, please provide their names below and what you believe they observed:

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Are there any electronic or hard copy documents that are relevant to the incident, including emails, texts, letters, notes, social media postings, etc.? If yes, please provide all such documents with your complaint. If the documents are not available to you at this time, please describe them below.

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Have you taken any action about this allegation? For example, have you discussed the incident with the person who committed the actions you are complaining about? Have you told anyone else? Please provide all that information below.

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Is there any other information you think is important? If yes, please describe it below:

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What remedy do you recommend to resolve this situation (if applicable)?

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## EMPLOYER SECTION

Actions taken by the Employer:

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Approval given by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Individuals are strongly encouraged to report all incidents as soon as possible after they occur by way of completing a Respectful Workplace Complaint Form. Individuals should immediately report the issue to a Manager, Human Resources representative, their immediate supervisor or the National Executive Director, whomever they feel most comfortable with.

The individual(s) receiving the complaint form, or written complaint, will take steps to resolve the situation. And in all cases will inform the National Executive Director or National Board President, or a trusted delegate, so that appropriate resources will be allocated to the investigation and resolution process.