



Respectful Workplace Complaint Form

Please review PSB policy 505 Respectful Workplace, which defines various terms, disrespectful behaviour, and the investigation process.

To file a formal complaint, fill out all of the information requested below as completely as possible. Return the form to the Director of Human Resources. Attach a separate page if additional space is needed.

SECTION 1

Complainant Information (person submitting the allegation of disrespectful behaviour)

Name: _____ Today's date: _____

Home address: _____

Home/cell phone: _____ Email: _____

Worksite: _____ Position: _____

Work phone: _____ Supervisor: _____

SECTION 2

Respondent Information (person accused of disrespectful behaviour) **If your complaint has more than one Respondent, complete a separate complaint form for each Respondent.

Name: _____ Position: _____

Worksite location: _____

Relationship of the Respondent to the Complainant (e.g. co-worker, supervisor, etc.): _____

SECTION 3

Description of alleged disrespectful behaviour (incident)

Was the incident toward you or another person? _____

If the incident was toward another person, complete a, b, c, and d below. If the incident was toward you, proceed to the date and time of the incident.

a) Name of the person who you feel was disrespected: _____

b) Position: _____ Worksite location: _____

c) Have you discussed the incident with this person? Yes No

d) Does this person know you reported the incident? Yes No

Date and time of the incident: _____

Where did the incident occur? _____

Describe the incident (i.e. what was said or done)? _____

Were there any attempts to resolve the situation? _____

Were there any witnesses? Yes No

If yes, provide names and contact information, if possible: _____

How did the incident impact you or the person you feel was disrespected? _____

If the incident was reported to a supervisor, provide details (who, when, what action was taken, etc.). _____

Is there any physical evidence that supports your complaint? Yes No *If yes, attach a copy of the evidence.
 What would you like to see as an outcome? _____

SECTION 4

Please read and initial each numbered section below.

- 1. I certify the information provided in this complaint to be accurate, true, and complete, to the best of my knowledge
- 2. I understand that making a frivolous or vexatious allegation is a violation of the Public Schools Branch Respectful Workplace policy and may be subject to disciplinary actions
- 3. I acknowledge that, in order to preserve the integrity of the process and to protect the interests of all parties, I will maintain confidentiality and will not discuss this complaint with anyone other than those who need to know.
- 4. I understand that the Public Schools Branch and their representatives will maintain the confidentiality of any information gathered as a result of this complaint, but will share such information as necessary to pursue resolution, including disclosing the complaint and related information to the Respondent, or as otherwise required by law
- 5. I acknowledge that it is not the role of the Public Schools Branch to identify any remedies or procedures that are or may be available outside the policy and that I am solely responsible for exploring such options should I choose to do so.
- 6. I realize that an investigation will be initiated once this complaint has been filed.

 Submitted by (signature)

 Date

 Received by (signature)

 Date

Submit this form to the Director of Human Resources
 Public Schools Branch 2-234 Shakespeare Drive Stratford, PE C1B 2V8
 For questions, contact the Human Resources Department @ 902-368-6819

Complaints should be submitted in as timely a manner as possible, keeping in mind that the more time that elapses, the more difficult it might be to substantiate the complaint.

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act as it relates directly to and is necessary for the activities of the Public Schools Branch. If you have any questions about this collection and sharing of information, please contact the Director of Human Resources at 902-368-6819 or toll free 1-800-280-7965.