# Respectful College Community Complaint Form

The purpose of the Respectful College Community Policy is to address claims of discrimination and harassment. If you feel you have experienced or witnessed offensive behaviour outlined in the policy, fill out this form to the best of your ability and forward it to Jennifer Ziegler, Director, Human Resources.

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| Today’s Date: Click here to enter a date. |

## Section A: Complaint Information

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| Name: Click here to enter text. | Position: Click here to enter text. |
| Department: Click here to enter text. | Extension: Click here to enter text. |
| Email: Click here to enter text. | Supervisor’s Extension: Click here to enter text. |
| Supervisor’s Name: Click here to enter text. | Supervisor’s Title: Click here to enter text. |

## Section B: Respondent Information

Respondent refers to the subject of the allegation.

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| Name: Click here to enter text. | Position: Click here to enter text. |
| Department: Click here to enter text. | Extension: Click here to enter text. |
| Email: Click here to enter text. | Supervisor’s Extension: Click here to enter text. |
| Supervisor’s Name: Click here to enter text. | Supervisor’s Title: Click here to enter text. |

## Section C: Initiator Information

Initiator refers to the employee who originally identified the offensive behavior. This section is to be filled out if different from complainant.

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| Name: Click here to enter text. | Position: Click here to enter text. |
| Department: Click here to enter text. | Extension: Click here to enter text. |
| Email: Click here to enter text. |

## Section D: Information on Issue(s) or Incident(s)

Initiator refers to the employee who originally identified the offensive behavior. This section is to be filled out if different from complainant.

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| --- | --- | --- |
| Initial issue/incident occurrence date: Click here to enter a date. | | |
| In your own words, describe the occurrence and include all other dates, times, locations, witnesses, etc.: | | |
| Click here to enter text. | | |
| Please describe what actions, if any, that you have taken to try to resolve this problem: | | |
| Click here to enter text. | | |
| Have you documented any of this information? |  |  |
| Is this information attached? |  |  |
| Have you discussed the situation with the respondent? |  |  |
| Have you discussed the situation with your manager, HR professional or someone in authority? |  |  |
| What was the result of these interactions? | | |
| Click here to enter text. | | |
| Do you have any ideas on how your complaint could be resolved? | | |
| Click here to enter text. | | |
| What resolutions are you seeking? | | |
| Click here to enter text. | | |

## Upon Completion, Please Send to:

#### Jennifer Ziegler, Director, Human Resources

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| Date Received: Click here to enter a date. |

If you need assistance completing this form, please contact Jennifer Ziegler at x 3091or by email  [Jennifer.Ziegler@lambtoncollege.ca](mailto:%20Jennifer.Ziegler@lambtoncollege.ca).

Please Note: This document and any attachments to it that you provide in the course of filing a complaint will be held in confidence by the college. The complaint form and its attachments will be disclosed to the respondent in the complaint and to the investigator appointed to assist with the resolution of this complaint, as outlined in the policy procedures. Your signature confirms that you have been made aware and give permission for the above use of this information.