SPP 8.25: Workplace Harassment and Violence	26-02-02
Purpose	This Statement of Policy and Procedure is to prevent discrimination, harassment, violence and any form of maltreatment in the workplace. The purpose of this Statement of Policy and Procedure is to outline how PHE Canada will respond to allegations or incidents of discrimination, harassment, violence and any form of maltreatment in the workplace.
Scope	This Statement of Policy and Procedure applies to all PHE Canada designeed organizational representatives. This includes employees, Board Directors, Officers, identified volunteers, consultants and active event participants inside and outside the workplace.

1 POLICY (what we do)

1.1 PHE Canada is committed to providing a supportive, respectful and safe work environment for all employees, volunteers, student volunteers, Board Directors and independent contractors (collectively organizational representatives).

1.2 PHE Canada will not tolerate, ignore or condone workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour by or against any organizational representative.

1.3 Every organizational representative has a responsibility to help promote a safe working environment. This means not engaging in, allowing, condoning or ignoring behaviours that violate this policy.

1.4 All organizational representatives have a responsibility for minimizing the risks of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour.

1.5 PHE Canada will treat all incidents or reports of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour confidentially to the extent possible.

1.6 The Nominations Committee will aim to recruit multiple individuals from equity-deserving groups to the Board, rather than relying on a single representative from any community, to promote cultural safety and ensure a diversity of perspectives.

1.7 Workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour, as well as deliberately making false accusations related to these situations, will not be tolerated and may result in disciplinary and remedial action up to and including termination of employment or cancellation of contract. A violation of this policy may result in PHE Canada contacting law enforcement officials or taking legal action where necessary.

1.8 PHE Canada will not tolerate any form of reprisal against an organizational representative who, in good faith, reports a workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour, or participates in any investigation under this policy.

1.9 If, in good faith, an organizational representative believes that they, or any other organizational representatives, have engaged in, or have been subject to workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour, or they witness such acts are required to report all of the facts of the incident.

1.10 Teachers' professional conduct is governed by provincial/territorial education acts, regulatory colleges, and school board policies. However, for teachers who serve in dual roles, such as coaching school sport teams, PHE Canada encourages alignment between school sport policies and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) to ensure quality, inclusive, accessible, welcoming and safe sport experiences.

1.11 Incidents that involve alleged workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour involving any individual who is subject to the UCCMS (i.e. athletes, coaches, officials, volunteers, administrators, directors, employees, trainers) will be subject to processes and enforcement pursuant to UCCMS policies as set out by the Canadian Centre for Ethics in Sport [https://cces.ca/report-safe-sport].

1.12 All incidents or complaints of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour shall be kept confidential except to the extent necessary to protect organizational representatives, to investigate the complaint or incident, to take corrective action, or otherwise as required by law.

2 PROCEDURES (how we do it)

2.1 The Board of Directors is collectively responsible for cultivating an environment that is safe, inclusive, and respectful for all members. The Board shall support Board Directors in drawing strength from their identities, cultures, and communities. This commitment enables a broader understanding and appreciation of different cultural identities and backgrounds, enhancing the Board's collective decision-making and governance practices.

2.2 The Executive Director & Chief Executive Officer is responsible for cultivating an environment that is safe, inclusive, and respectful for all employees, and will:

- Promote, advance, support and ensure effective implementation of this policy.
- Support employees in drawing strength from their identities, cultures, and communities.
- Take appropriate preventive or corrective action and put a stop to any workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour they are aware of, whether or not a complaint is filed.
- Intervene immediately when threats or incidents of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour occur.
- Ensure all complaints or incidents of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour are investigated and dealt with in a fair, respectful and timely manner.
- Designee a Health & Safety Representative (or committee) and ensure that they are sufficiently empowered to carry out their responsibilities.

2.3 All organizational representatives will:

- Not to engage in any behaviours that may be considered discrimination, threats, or acts of violence or harassment of any kind, and any form of maltreatment.
- Report acts of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour immediately.
- Read and abide by this policy.
- Inform the health and safety representative (or committee) if they are at risk, and assist the representative (committee) in developing a safety plan.

2.4 The Health & Safety Representative (or committee) is to:

- Intervene immediately when threats or incidents of workplace discrimination, harassment, violence or any form of maltreatment occur.
- Conduct initial and thereafter annual risk assessments in any workspace in which a risk of injury to organizational representatives from violence or harassment arising out of their employment may be present.
- Provide training on this policy to all organizational representatives, and ensure all organizational representatives complete and maintain mandatory certification on workplace safety and UCCMS, as applicable.
- Provide impartial advice to employees concerned about discrimination, a threat of or actual harassment, or violent situations.
- Ensure that all organizational representatives are aware of and have access to the contact information of PHE Canada's External Investigator.
- Post this policy on the PHE Canada website.
- Post the contact information for PHE Canada's External Investigator on the PHE Canada website.
- Prevent and terminate workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour by:
    - Communicating and supporting PHE Canada's objective to provide and maintain a workplace free of discrimination, harassment, violence, and any form of maltreatment.
    - Not ignoring or condoning behaviour that is contrary to this policy.
    - Taking all complaints impartially, seriously, conducting an initial assessment of the situation, and reporting as required by this policy.

2.5 In the event of an immediate threat to an organizational representative's physical safety or that of someone else, the organizational representatives should seek a safe location and call 911 immediately. Once the call has been made, the organizational representatives should report to the Executive Director & Chief Executive Officer and the Health & Safety Representative (or committee).

2.6 Organizational representatives who experience workplace harassment may address the incident informally or formally:

- Informally by direct oral or written communication with the subject of a complaint, explaining why the behaviour is unwelcome, and encouraging change through education or counselling when possible
- Consider having another person present and document details of the event, date, time and persons involved, for example.
- If the conflict is resolved satisfactorily at this stage, an occurrence or complaint report may not be required. However, if it remains unresolved, the organizational representatives must escalate the issue as described below.
- Formally through a written report of the incident(s) to the Executive Director & Chief Executive Officer and the Health & Safety Representative (or committee).
- In the case that the organizational representative is not comfortable, or safe, or the Executive Director & Chief Executive Officer or Health & Safety Representative (or committee) is the person named in the complaint, the report may be sent directly to PHE Canada's External Investigator.

- Reports shall be made immediately upon the organizational representative becoming aware of the incident.
- Reports must be submitted in writing and include, to the extent known, the names of the individuals involved, the person(s) named in the complaint, as well as the dates, times, locations, and names of any witnesses.
- If a report is made verbally, the person receiving it shall prepare a complete written account of the report and review it with the informant for accuracy and signature.

2.7 Organizational representatives may report a potential threat of harassment or violence from a third party, such as in the case of domestic violence. In this case, the identity of the third party and identifying features will be communicated to all employees, contractors, subcontractors and others who may need to be aware in order to attempt to protect the organizational representative. While individual privacy will be respected to the extent possible, communication will be required as is necessary in order to address the threat.

2.8 Once the report has been received and if the person(s) named in the complaint are organizational representatives, the Executive Director & Chief Executive Officer will investigate, looking at the following, where applicable:

- The nature of interactions.
- The nature of the work environment.
- The attributes of organizational representatives.
- Past history of incidents of violence in your workplace and in similar operations.

2.9 If the report names the Executive Director & Chief Executive Officer in the complaint, an PHE Canada's External Investigator will be engaged.

2.10 To conduct the investigation, the Investigator should consider:

- A work site walk-about with affected organizational representatives, if applicable.
- Selected interviews with organizational representatives.
- A review of crime or incident reports.

2.11 The investigation will be completed in a timely manner and generally within sixty (60) days or less unless there are extenuating circumstances (e.g., illness, complexity) warranting a longer investigation.

2.12 The person(s) named in the complaint will be sent a notice by the Investigator that an investigation has been initiated. This notice will include the particulars of the incident reported and indicate that they will have an opportunity to respond to the allegations.

2.13 Where the person(s) named in the complaint are organizational representatives and evidence to support the complaint is found, the Executive Director & Chief Executive Officer will keep records of the investigation in both the complainant's, the person(s) named in the complaint's employee file and corporate records indefinitely, including:

- A copy of the complaint, concern, allegation, or grievance regarding behaviour, misconduct, or violation of a policy.

- A record of the investigation, including notes.
- A copy of the Investigator's report.
- A summary of the results of the investigation that was provided to the persons involved (if different from the Investigator's report)
- A copy of any corrective action taken.

2.14 If the investigation does not find evidence to support the complaint, no record will be kept in the file of the person(s) named in the complaint.

2.15 Frivolous or vexatious complaints will be dealt with seriously and subject to disciplinary actions. However, there will be no consequences for reports made in good faith.

2.16 PHE Canada has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). The UCCMS names the following prohibited behaviours:

- Physical Maltreatment
- Psychological Maltreatment
- Neglect
- Sexual Maltreatment
- Grooming
- Boundary Transgressions
- Discrimination
- Failing to Report
- Aiding and Abetting
- Retaliation
- Interference with or Manipulation of Process
- False Reports

2.17 Incidents that involve alleged maltreatment or prohibited behaviour involving a UCCMS participant (e.g. athlete, coach, etc.) must be reported to the Canadian Centre for Ethics in Sport (CCES) [https://cces.ca/report-safe-sport]. Once received, an Investigator from CCES will be assigned and will address the report pursuant to its policies and procedures as follows:

- The Investigator will ensure the investigation is kept confidential and that identifying information is not disclosed except as necessary to conduct the investigation.
- The Investigator will interview the complainant, harassment and the person(s) named in the complaint, if the person(s) named in the complaint is an organizational representative of PHE Canada.
- If the person(s) named in the complaint is not an organizational representative, the Investigator will make reasonable efforts to interview the person(s) named in the complaint.
- The person(s) under investigation will be given the opportunity to respond to the specific allegations raised.
- The Investigator will interview any relevant witnesses employed by PHE Canada who may be identified as necessary to conduct a thorough investigation.
- The Investigator will make reasonable efforts to interview any relevant witnesses who are not organizational representatives, if there are any identified.
- The Investigator will collect and review any relevant documents.
- The Investigator will take appropriate notes and statements during interviews with the complainant, the person(s) named in the complaint, and any witnesses.

- The Investigator will provide the person(s) named in the complaint with a reasonable opportunity to respond in writing or orally to the complaint. If the response is oral, the Investigator will confirm the details shared in writing following the interview. If they do not respond to confirm these written details within ten (10) business days, or choose not to participate in the investigation, the Investigator may proceed in the absence of their confirmation of details.
- The Investigator will prepare a written Investigator's report summarizing:
    - Steps taken during the investigation, the complaint, the response of the person(s) named in the complaint, the evidence of any witnesses, and any other relevant evidence gathered as part of **2.8 and 2.10 above**.
    - Findings of fact.
    - Conclusion whether or not, on a balance of probabilities, workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour occurred.
- While the investigation is ongoing:
    - The complainant, the person(s) named in the complaint harassment, and any witnesses must not discuss the incident or complaint or the investigation with each other or other organizational representatives or witnesses unless necessary to obtain advice about their rights.
    - The Investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation or as required by law. All records of the investigation will be kept confidential.
    - The Executive Director & Chief Executive Officer or PHE Canada's External Investigator will consider whether interim measures are necessary to minimize contact between the complainant and the accused harasser. Interim measures will be reasonable for the circumstances and may include, but are not limited to, granting time off, suspension, or assigning different shifts.
- Information about complaints will be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect organizational representatives, to investigate the complaint or incident, or to take corrective action or otherwise as required by law. The police will be notified in all instances of reported behaviour which may constitute criminal activity, or which, following an investigation, is believed to constitute criminal activity.
- After receiving the results of the investigation, the Investigator will consider the evidence, the nature of the discrimination, harassment, whether physical contact was involved, whether the situation was isolated, and whether there was an abuse of power to determine what is the appropriate corrective action.
    - Workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour by an organizational representative is a serious offense. If an accusation is substantiated, the harasser will be subject to immediate disciplinary action, up to and including dismissal.
    - Disciplinary actions may include verbal or written apologies, a letter of reprimand or suspension, a referral to counselling, remedial training, schedule changes, termination of employment, and/or referral to police or other legal authorities.
    - Within ten (10) business days of the investigation being completed or unless there are extenuating circumstances warranting a longer notification period, the complainant and person(s) named in the complaint, if they are an organizational representative of PHE Canada, will be informed in writing of the outcome.

2.18 Intentionally accusing someone of workplace discrimination, harassment, violence, any form of maltreatment or prohibited behaviour, known to be false, is a serious offense and may be subject to disciplinary action. PHE Canada reserves the right to discipline those whose complaints are frivolous or vexatious. Any interference with the conduct of an investigation, or retaliation against the organizational representative filing the complaint, the alleged harasser, or witness, may itself result in disciplinary action, per the code of conduct and ethics.

2.19 The collection, use and disclosure of any personal information pursuant to this policy is subject to PHE Canada's privacy policy. PHE Canada, or any of their delegates pursuant to this policy (i.e., independent third party, discipline panel), shall comply with PHE Canada's privacy policy in the performance of their services under this policy.

2.20 Other individuals or organizations, including but not limited to national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this policy.

2.21 A number of government agencies have been established to prevent and redress discrimination, harassment and violence. Implementation of these procedures does not prohibit employees from reporting incidents to their respective provincial government bodies.

3 DEFINITIONS

- Aiding and Abetting
- Boundary Transgressions
- Complainant
- Disclosure
- Discrimination
- External Investigator
- Failing to Report
- False Report
- Grooming
- Harassment
- Investigator
- Interference with or Manipulation of Process
- Neglect
- Organizational Representatives
- Physical Maltreatment
- Psychological Maltreatment
- Retaliation
- Reporting (or Report)
- Sexual Maltreatment
- UCCMS
- UCCMS Participant
- UCCMS Prohibited Behaviours
- Workplace

4 RELATED FORMS / RESOURCES

- Discipline and Appeal Policy
- Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form | *Formulaire de plainte de discrimination, de harcèlement, de violence ou de maltraitance en milieu de travail*

Key Terms	Definition	SPP usage
Aiding and Abetting	Doing anything to help maltreatment take place. This includes directly assisting, furthering, facilitating, promoting, or encouraging it. It can also include allowing someone who is suspended to participate in the adopting organization's activities.	SPP 8.25
Boundary Transgression	Boundary transgressions are interactions or communications that go beyond what is expected or appropriate. A boundary transgression can be difficult to identify. It depends on context, including the age of the people involved and whether there is a power imbalance. It may not be maltreatment but is still inappropriate under the circumstances.	SPP 8.25
Complainant	The party submitting a complaint.	SPP 8.25
Disclosure	The sharing of information by an individual regarding an incident or a pattern of Maltreatment experienced by that individual. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment.	SPP 8.25
Discrimination	Unfair or improper behaviour, whether intentional or not, that results in differential treatment of an individual based on one or more of any grounds of discrimination prohibited by human rights legislation, including, but not limited to: race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identify or expression, marital status, family status, genetic characteristics or disability. A person does not have to intend to discriminate for the behaviour to be discrimination. It is enough if the person knew or ought reasonably to have known that their behaviour would be inappropriate or unwelcome.	SPP 8.25
External Investigator	An independent third party, or independent case manager, used to conduct impartial investigations into sensitive matters, such as workplace harassment or misconduct claims. They are used to ensure neutrality, bring specialized expertise, and help organizations fulfill their legal obligations.	SPP 8.25
Failing to Report	A legal, moral or professional duty to report information that has not been disclosed.	SPP 8.25
False Report	A false statement knowingly made to authorities with the intent to mislead or accuse someone. This is different from an unsubstantiated allegation, where there isn't enough evidence to determine whether it's true or not. Reporting an unsubstantiated allegation is not necessarily a violation, unless it's made in bad faith.	SPP 8.25
Grooming	Grooming involves conduct that makes someone more vulnerable to sexual maltreatment. The grooming process is often gradual and involves building trust and comfort with a person, and sometimes also with the trusted adults and peers around the person. It may begin with subtle behaviours that may not appear to be inappropriate but that can serve to sexualize a relationship, reduce sexual inhibitions, or normalize inappropriate behaviour. It may include the testing of boundaries (like seemingly accidental touching) that gradually escalates to sexual maltreatment (for example, sexualized touching). Repeated boundary transgressions might be grooming.	SPP 8.25
Harassment	A course of vexatious comment or conduct against an individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to: • Written or verbal abuse, threats, or outbursts. • Repeated offensive or intimidating emails, phone calls, remarks, jokes, comments, innuendos, or taunts. • Racial harassment, which is racial slurs, jokes, name-calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin. • Leering or other suggestive or obscene gestures.	SPP 8.25

	• Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions. • Pranks, hazing or practical jokes which endanger a person's safety, or may negatively affect performance. • Unwanted physical contact, including, but not limited to, touching, petting, pinching, or kissing. • Deliberately excluding or socially isolating a person from a group, team or work-related social gatherings. • Deliberately withholding information that would enable a person to do his or her job, perform or train. • Sabotaging someone else's work or performance. • Gossiping or spreading malicious rumours. • Persistent sexual flirtations, advances, requests, or invitations. • Physical or sexual assault. • Displaying or circulating offensive pictures, photographs or materials in printed or electronic form. • Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning. • Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and • Retaliation or threats of retaliation against a person who reports harassment to PHE Canada.	
Investigator	A person who carries out a formal inquiry or investigation.	SPP 8.25
Interference with or Manipulation of Process	Action taken to directly or indirectly subvert or interfere with an investigation or disciplinary process. That could include interfering with evidence, harassing or intimidating anyone involved, failing to comply with sanctions, or publicizing information that should be confidential. However, it is not a violation if a survivor of abuse hides information, whether out of embarrassment or shame, or to protect the perpetrator.	SPP 8.25
Neglect	Any pattern or a single serious incident of lack of reasonable care, inattention to an individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour, but the behaviour must be evaluated with consideration given to the individual's needs and requirements, not whether harm is intended or results from the behaviour.	SPP 8.25
Organizational Representative	Individuals employed by, or engaged in activities with PHE Canada, including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of PHE Canada.	SPP 8.25
Physical Maltreatment	Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours, that has the potential to be harmful to a person's physical or psychological well-being. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour.	SPP 8.25
Psychological Maltreatment	Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of a person. Psychological Maltreatment includes, without limitation, verbal conduct, non-assaultive physical conduct, and conduct that denies attention or support. Psychological Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour.	SPP 8.25
Retaliation	An act of harm, revenge or aggression committed as a response to an actual or perceived harm. Retaliation includes, without limitation, threatening, intimidating, harassing, or coercing anyone who is participating in the process. Discouraging someone from reporting, or from participating in the process, is also a violation. If retaliation occurs, it can and should be reported.	SPP 8.25

Reporting (or Report)	The provision of information in writing by an individual to a relevant independent authority (the independent person or position charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment. In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent.	SPP 8.25
Sexual Maltreatment	A course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to: • Sexist jokes. • Threats, punishment, or denial of a benefit for refusing a sexual advance. • Offering a benefit in exchange for a sexual favour. • Demanding hugs and physical contact. • Bragging about sexual ability. • Leering (persistent sexual staring). • Sexual assault. • Display of sexually offensive material. • Distributing sexually explicit messages or attachments such as pictures or video files. • Sexually degrading words used to describe an individual. • Requiring identification of gender identity, unwelcome inquiries into or comments about an individual's gender identity or physical appearance. • Inquiries or comments about an individual's sex life. • Persistent, unwanted attention after a consensual relationship ends. • Persistent unwelcome sexual flirtations, advances, or propositions; and persistent unwanted contact.	SPP 8.25
UCCMS	Universal Code of Conduct to Prevent and Address Maltreatment in Sport, https://sportintegritycommissioner.ca/uccms	SPP 8.25
UCCMS Participant	A representative affiliated with the organization who has been a) designeed by the organization and b) who has signed the required consent form. UCCMS Participants may include an employee, a contractual employee, an administrator, or a volunteer acting on behalf of, or representing the organization in any capacity.	SPP 8.25
UCCMS Prohibited Behaviours	Include, but are not limited to: (i) Physical Maltreatment (ii) Psychological Maltreatment (iii) Neglect (iv) Sexual Maltreatment (v) Grooming (vi) Boundary Transgressions 5 of 12 (vii) Discrimination (viii) Failing to Report (ix) Aiding and Abetting (x) Retaliation (xi) Interference with or Manipulation of Process (xii) False Reports.	SPP 8.25

	In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all representatives, and any failure to respect these expected standards of behaviour by a representative may constitute a breach of this Code.	
Workplace	Any land, premise or location at, in or near which organizational representatives perform their job duties or where activities related to work take place – including travel and social activities – and in some cases, online spaces.	SPP 8.25

SPP 8.25: Workplace Harassment and Violence
Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form

Workplace Discrimination, Harassment, Violence and Maltreatment Complaint Form
Date:
Your Name: Position: Address: Email: Telephone:
Were you the target of the discrimination, harassment, violence or maltreatment? ☐ Yes | ☐ No Did you witness what you are about to report? ☐ Yes | ☐ No Were you informed of the discrimination, harassment, violence or maltreatment by a third party? ☐ Yes | ☐ No
Details of the complaint of workplace discrimination, harassment, violence or maltreatment: Please describe in as much detail as possible the incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. Attach additional pages if required.
Relevant documents and evidence: Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.
Signature:
This form is to be submitted to the **Executive Director & CEO or External Investigator.**