

Formal Complaint Form

Retain a copy for your records.

It is the policy of Mohawk College to build and preserve a positive working environment for all its employees. If the informal route for resolving a harassing or discriminatory situation does not succeed or is not appropriate, the College supports its employees in filing a complaint via this format.

First name

File Number (Office Use Only)

Last name

Section A: Complainant (information about you)

Home phone	Cell phone	<u> </u>	Email
Section B: Claims			
I,	b	elieve that	
(Name of Complainant)		(Na	me of Respondent(s))
in the position of			has subjected me
to unacceptable behaviour in	the course of	employment at	Mohawk College on or about
the			
Day Month Year			

Section C: Complaint

Please explain why you believe that you have been subject to unacceptable behaviour, and indicate under what avenue you are pursuing this complaint.

Please check the appropriate box

Academic Collective Agreement Ontario Human Rights Code

Occupational Health & Safety Act Respectful Conduct

Support Staff Collective Agreement

Explanation:

Section D: Details of complaint

Describe the nature of the complaint providing as much detail as possible. Please list particulars of the incident separately.

Date (dd/mm/yyyy)	Time	Location	Behaviour/Incident

Impact

As a result of the above incident(s), I experienced the following consequences:

Section E: Witness information and supporting documentation

I believe the following people will corroborate my report of this incident:

Name of witness or contact	Area code	Phone number	Email

Please list and attach any supporting documentation or evidence.

Section F: Action taken to date

I have taken the following action to address the unacceptable behavior:

Date (dd/mm/yyyy)	Time	Location	Action taken

Action taken by other parties on my behalf - e.g. coordinator, admin staff

Date (dd/mm/yyyy)	Time	Location	Action taken	Name of other(s)

Please list the results from any action taken.

Section G: Notice to respondent

I have not informed the Respondent that a complaint is being filed.

Section H: Approach to resolution

As a resolution to this matter, I would like the following to occur:

Section I: Complainant acknowledgement

I understand that:

- Mohawk College will proceed with the appropriate action to resolve this matter.
- Maintaining confidentiality is important and that breeches of confidentiality may result in disciplinary action.
- I may have a representative present at any stage of this complaint.

The information I have provided on this form is accurate to the best of my knowledge.

Signed at on this date
(Name of City) Day Month Year

Complainant's Signature

Please note that 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 claims made on the complaint form and its attachments will be disclosed to the respondent(s) named in the complaint and to the investigator and mediators 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 sharing of this information.