



**DISCRIMINATION AND HARASSMENT COMPLAINT FORM FOR EMPLOYEES/OTHER USERS**

Use this form to report a complaint of discrimination and/or harassment that you believe violates the Yorkville Education Company's Workplace Discrimination and Harassment Policy.

**Complainant and Respondent Information**

**Name of Complainant:**

**Gender pronouns (he/his, she/her, they/them, etc.) (Optional):**

**Position and Department/Program:**

**Contact information:**

**Name of Respondent (individual who the allegations are being made against):**

**Position and Department/Program:**

**Contact information (if known):**

**Relation to Complainant:**

**Issue (please check all that apply) \*Please note some code grounds vary from between provincial jurisdictions**

- Discrimination       Harassment
  
- Colour    Ethnic origin    National origin    Citizenship    Creed/Religion
- Sex (includes pregnancy and breastfeeding)    Sexual orientation
- Gender identity    Gender expression    Age    Marital status    Family status
- Disability    Political belief/activity\*    Social condition\*

*Please note: This incident will be further investigated by the appropriate supervisory/managerial personnel or Chief Talent & Culture Officer or designate. The parties will be informed by the investigator as to the penalty to be imposed (if any).*

**CONFIDENTIAL**

**Allegations**

Please describe in as much detail as possible the alleged discrimination and/or harassment incident(s), including:

(a) the names of the parties involved

(b) any witnesses to the alleged incident(s) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)

(c) the location(s), date(s), frequency and time(s) of the alleged incident(s)

(d) details about the alleged incident(s) (behaviour and/or words used)

(e) any additional details

(f) any supporting documents/evidence the complainant may have in their possession that are relevant to the complaint

(g) any supporting documents/evidence a witness, another person or the respondent may have in their possession that are relevant to the complaint

Attach any supporting documents, such as emails, screenshots of text messages, 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.

Attach additional pages if required.

**Signature:**

**Date:**

Submit this form to your supervisor/manager or Chief Talent & Culture Officer:  
[kbird@yorkvilleu.ca](mailto:kbird@yorkvilleu.ca).