Creating Safe and Respectful Environments Policy

Appendix E: Complaint Form

# Complainant Information

Name: Phone Number: Work Location: Title: Supervisor’s Name (if applicable):

# Details of Complaint

Name(s) of person(s) against whom this complaint is made:

Date(s) of incident(s):

If you are bringing forward a complaint of harassment or discrimination, please identify the grounds alleged, if applicable. Please review the definitions in Appendix B for all the definitions applicable to this Policy. Please see Appendix A for legislation applicable in your province.

If the harassment is not based on a protected ground, please describe.

Please describe the conduct, comments, or situation. Include the date, location, and any other relevant information. In cases of multiple incidents, please identify the time period over which these incidents occurred. Please use Microsoft Word to include additional information if necessary.

Please list any documents that may be relevant to your complaint, including documents, notes, e-mails and/or other records. Please include them as attachments if submitting via [complaintresponse@united-church.ca](mailto:complaintresponse@united-church.ca)

Please describe the resolution that you are seeking.

# Witness Information

List names of possible witnesses:

|  |  |  |
| --- | --- | --- |
| Name | Position | Contact Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |

# Declaration

I confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand that the Respondent will be provided with the details of my complaint and will be given an opportunity to respond for the purpose of investigating this complaint.

Signature: Date (dd/mm/yyyy):

**If submitted in-person:** I acknowledge that I received the complaint.

Recipient’s Signature: Date (dd/mm/yyyy):

|  |
| --- |
| Reporting a Complaint under the Creating Safe and Respectful Environments Policy |

|  |  |
| --- | --- |
| Your Manager or Supervisor | Complaint Response Inbox at [complaintresponse@united-church.ca](mailto:complaintresponse@united-church.ca) |

Employees may access support resources via the [Employee and Family Assistance Program](https://uccbenefits.ca/group-benefits/employee-and-family-assistance-program/). Ministry Personnel may access pastoral support by contacting their regional council pastoral relations minister or their vocational minister.