

Harassment Complaint Report

Category: Operational

Date Established: 10/04/2017

Complaint Number: _____

Date Last Revised:

Related Document: Harassment Complaint Procedure

DETAILS

Name of person(s) lodging the complaint:

Date of Incident: _____ Time of Incident: _____

Where did the Harassment Incident occur? _____

If ongoing, provide a timeline; when did it start?

Name of individual(s) responsible for harassment and/or bullying behavior.

Description of the Harassment Incident (please be specific):

Witnesses

If there were any witnesses to the harassment incidents, please list their names and contact information below. (Note that this is NOT a requirement in order to submit a complaint of harassment, bullying or discrimination)

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Please fill out the following contact information. (Please print)

Name: _____

Phone: _____

Email: _____

Date: _____

Procedures for submission of complaint

Scan the completed document and attach to an email to the Executive Director at:
ed@pal55plus.com

OR

Place the complaint in an envelope marked *Confidential* and mail to the Executive Director at:

*Executive Director
Pembina Active Living
RPO Box 34056
Winnipeg, MB
R3T 5T5*