

**HERITAGE COLLEGE**

**POLICY # 6**

**CONCERNING A RESPECTFUL WORKPLACE  
FREE OF DISCRIMINATION AND HARASSMENT**

**INCIDENT REPORT FORM**

This Incident Report Form is an abridged version of a form produced by  
La commission des droits de la personne du Québec

# COMPLAINT FORM

## 1. General Information

### Complainant

Name: \_\_\_\_\_  M  F

Address: \_\_\_\_\_  
(number) (street) (city) (province) (postal code)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(residence) (work)

### Respondent

(Person(s) to whom a violation of rights is attributed)

Name: \_\_\_\_\_

Organization, company or business: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (street) (city) (province) (postal code)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(residence) (work)

Name: \_\_\_\_\_

Organization, company or business: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (street) (city) (province) (postal code)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(residence) (work)

### Grounds

Discrimination

Harassment

Exploitation

race, colour

age-date of birth \_\_\_\_\_

social condition

sex

religion

physical or mental handicap

pregnancy

political convictions

criminal record

sexual orientation

language

date of birth \_\_\_\_\_

civil status

ethnic or national origin



1. How did the harassment for which you are completing this report manifest itself?

(Check each one of the elements which applies in your case)

- Gestures
  - Verbal remarks (includes name calling)
  - Propositions
  - Threats
  - Promises
  - Touching
  - Pressing invitations
  - Looks or expressions
  - Other (Explain) \_\_\_\_\_
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2. If there were threats on the occasion of this alleged harassment, of which nature were they?  
(Check each one of the threats that were made to you. If no threats were made, go to question 3.)

- Low grades
- Failures
- Dismissal
- Disciplinary measures
- Retaliation
- Working conditions (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

How were these threats expressed? \_\_\_\_\_

3. If promises were made on the occasion of this alleged harassment, of which nature were they?  
(Check each one of the promises which were made to you. If no promises were made, go to question 4.)

- Academic results
  - Promotion
  - Keeping a position
  - Money offerings
  - Gifts
  - Given preference for some duties
  - Other (specify) \_\_\_\_\_
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4. Have these events had repercussions on your work situation or your studies?

- Yes       No (go to question 5)

If yes, how? (Check each of the repercussions which applies in your case.)

- Withdrawal from course
- Failure
- Dismissal
- Laying off
- Transfer
- Promotion denial
- Demotion

(CONTINUED ON NEXT PAGE.....)

4. Have these events had repercussions on your work situation or your studies? (CONTINUED)

Difficult working conditions (specify) \_\_\_\_\_  
\_\_\_\_\_

Other. (state) \_\_\_\_\_  
\_\_\_\_\_

Which reason(s) were given at the time? \_\_\_\_\_  
\_\_\_\_\_

What comments would you like to make concerning the reasons which were given? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have documents to support these facts, please supply one copy. (For example: performance evaluations, disciplinary notices, dismissal letters, grievances, etc.)

5. Have these events had repercussions on your physical or psychological health?

Yes       No (go to question 6)

If yes, state how. \_\_\_\_\_  
\_\_\_\_\_

6. Does the person(s) who harassed you usually make use of offensive or obscene language with other people?

Yes       No       I DON'T KNOW

7. Does this person(s) usually make use of offensive or obscene gestures with other people?

Yes       No       I don't know

8. To your knowledge, has this person(s) acted the same way with other people?

Yes       No (go to question 9)

a) If yes, state how \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Can you give the names of other persons who would have been subjected to this behaviour?

\_\_\_\_\_  
\_\_\_\_\_

9. Have you taken one of the following steps concerning the problem you are describing?

(Check each one of the following steps which applies. If none, go to question 10)

Talked to other persons in your surroundings?

Talked with a student advisor or your supervisor? Which one?

\_\_\_\_\_

Submitted a grievance to your association? \_\_\_\_\_

Other steps. Which ones? \_\_\_\_\_

10. Do you have witnesses who have seen or heard what happened or who may have been subjected to harassment by the same person and who could provide related information?

Yes       No (go to question 11)

Taking into account the preceding, can you give the name, address, and telephone number of each of these persons. State which information each could provide.

1<sup>st</sup> witness

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Information which this person could provide \_\_\_\_\_

\_\_\_\_\_

Do you think this person would accept to give this information during an investigation?

Yes       No       I don't know

2<sup>nd</sup> witness

3<sup>rd</sup> witness

4<sup>th</sup> witness

5<sup>th</sup> witness

<b>What Result Are You Seeking</b>
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11. By filing a complaint with Heritage College what are you hoping to achieve (for example: the cessation of the act described, an apology, etc.)? What settlement or compensation would you propose?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Provide any other comments you would like to make.

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13. State the facts and the context surrounding this alleged harassment. Please explain the circumstances from the beginning and, if possible, give the dates.

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(Use additional pages if necessary)

### 3. Investigation Request

I, \_\_\_\_\_, declare that the information contained herein is true.

Taking into account the declarations made in this Incident Report Form, I believe I have been a victim of harassment.

Consequently, I ask that an investigation be conducted in accordance with section 5.4 of the College Policy against harassment.

Signed at \_\_\_\_\_ on \_\_\_\_\_  
(city) (day / month / year)

Received and reviewed by: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(date)