

## Violence, Harassment and Discrimination in the Workplace Report Form

This form is used to inform Ontario Tech University that an employee believes workplace violence or reprisal for reporting such has occurred. If you perceive the reported incident to represent an ongoing threat to any member of Ontario Tech University, stop this action and call the Office of Campus Safety at (905)721-3211.

The information provided in this report is confidential and used only for determining whether further administrative processes (e.g., investigation, interim measures, decision or sanctions) will be initiated.

<b>Name of employee filing the Report:</b>	
<b>Contact information of employee filing the Report:</b>	
<b>Are you aware of the help and resources available to employees? Yes ___ No ___</b>	
<b>If known, name of alleged target of the act(s) and contact information, if available:</b>	
<b>If known, name of alleged perpetrator of the act(s) and contact information, if available:</b>	

**Details of the workplace incident(s):**  
 Use as much detail as possible when describing the incident(s) including: (a) names of those involved; (b) any witnesses; (c) the location, date and time; (d) a description of the incident (e.g., behaviour and/or words used); (e) any additional details. (Attach additional pages, if required.)

**Relevant documents/evidence**

Attach any supporting documents, such as emails, handwritten notes, photographs or video. 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.

Signature:

Date:

**Instructions:** This is Report is to be submitted to Human Resources. A list of HR contacts can be found on the [HR website](#).