**This form is used to inform the University of Ontario Institute of Technology 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 UOIT, stop this action and call the Office of Campus Safety (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.**

**A report will initiate a formal process under UOIT’s** [Policy Against Violence, Harassment and Discrimination in the Workplace](https://usgc.uoit.ca/policy/policy-library/policies/legal,-compliance-and-governance/policy-against-violence,-harassment-and-discrimination-in-the-workplace.php).

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| **Name of employee filing the Workplace Violence Report:** |  |
| **Contact information of employee filing the Report:** |  |

|  |  |
| --- | --- |
| **Are you aware of the help resources available to employees? \_\_\_ Yes \_\_\_ No** | |
| **If known, name of alleged target of the violent act(s) and contact information, if available** |  |
| **If known, name of alleged perpetrator of the violent act(s) and contact information, if available** |  |

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| **Details of the workplace violence incident(s):**  Please share any information you are comfortable writing about regarding the incident. Try to 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.) |
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| **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: |

**How would you like to be contacted?**

* **Email**
* **Phone**

**If by phone, can a message be left?**

* **Yes**
* **No**

**Instructions: This Report is to be submitted to the AVP, Human Resources. A list of HR contacts can be found on the** [**HR website**](http://hr.uoit.ca/my-hr-connection/hr-leadership/index.php)**.**