Human Rights Office

REPORT FORM

The purpose of this form is to communicate concerns you have regarding Harassment, Discrimination, Reprisal and/or Student Sexual Violence. This form is received and reviewed by Ontario Tech University's Human Rights Office. Your information will be treated confidentially in accordance with the University's Respectful Campus Policy.

Once complete, save a copy of the form and e-mail it to: humanrights@ontariotechu.ca

Complainant Information

Name: _____ Date: _____
Last *First* *M.I.*

Phone: _____ Email _____

Banner ID: _____

I am:
☐ A Faculty Member ☐ A Staff Member
☐ A Student ☐ Other

Have you already tried to resolve your concern?	YES ☐	NO ☐
Have you filed a grievance?	YES ☐	NO ☐
Have you filed a complaint with the Ministry of Labour or the Human Rights Tribunal of Ontario?	YES ☐	NO ☐

If yes, please provide more details:

Details of how you tried to resolve your concern should include the following information:

1. *Who did you raise concerns to?*
2. *When did you make the complaint?*
3. *What was the outcome and/or action that was taken, if any?*

Complaint Type – select all that apply

☐ Discriminatory Harassment ☐ Discrimination ☐ Failure to Accommodate ☐ Student Sexual Violence

☐ Workplace Harassment ☐ Workplace Sexual Harassment ☐ Reprisal ☐ Other: _____

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If allegation(s) relate to Discrimination or Discriminatory Harassment identify the Protected Ground(s) – select all that apply

☐ Age ☐ Ancestry ☐ Citizenship ☐ Colour ☐ Creed (religion)

☐ Disability ☐ Ethnic Origin ☐ Family Status ☐ Gender Expression ☐ Gender Identity

☐ Marital Status ☐ Place of Origin ☐ Race ☐ Record of Offences ☐ Sex (gender)

☐ Sexual Orientation ☐ None ☐ Other:_____

Report Details

Provide information about the individual(s) the complaint is about (e.g. name, title, relationship to you)?

Provide the date of the incident. If you don't know the exact date, please provide an approximate date. If you are alleging an ongoing series of incidents, please indicate the date of the most recent incident.

Date of the Incident:_____

If the incident you are reporting happened more than one year ago, please explain why you are filing a complaint now:

Describe the incident(s) you are complaining about (if you require additional space to document your complaint, please attach a separate document to the form).

For each incident or event, include:

What happened?
Who was involved?
When did it happen?
Where did it happen?
Were there any witnesses?

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Were there any witnesses?

Describe what you would like to happen to resolve your concerns:

Confirmation and Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date:_____

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used to administer the University's Human Rights dispute resolution processes. Questions regarding the collection of your personal information may be directed to: Ontario Tech University Access and Privacy Office, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.8668, ext. 6705, email: accessandprivacy@ontariotechu.ca

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