

## **HARASSMENT COMPLAINT REPORT FORM**

for use with

**Policy 23A:**

**PSAC Anti-Harassment Policy: The Workplace &**

**Policy 23B:**

**PSAC Anti-Harassment Policy: The Union**

This form is intended to assist in the assessment of complaints of harassment. It will be used to assist the union to determine who to represent and on what basis under Policy 23A and to determine how to address allegations of harassment in our Union under Policy 23B. It should be treated as "Highly Confidential" and only be available to the following individuals:

- Complainant
- Respondent
- Witnesses (their own statements only)
- Local committee or individual assigned to investigate the situation under Policy 23A
- Harassment Complaint Committee under Policy 23B
- Officer Responsible under Policy 23B
- Appropriate Component or Alliance Officers responsible for appeals

While you may already use a form to assist in cases of harassment, we encourage you to use this form, which has been specially developed to assist you in the implementation of Policies 23A and 23B.

The form consists of five parts:

- Part A:** Complaint Identification
- Part B:** Complainant's Allegation(s)
- Part C:** Respondent Response to the Allegation(s)
- Part D:** Witness Statements
- Part E:** Harassment Complaint Committee Report

**Part A: Complaint Identification**

\_\_\_\_\_ Complaint is workplace related and this investigation is taking place under Policy 23A.

\_\_\_\_\_ Complaint is union related and this investigation is taking place under Policy 23B.

\_\_\_\_\_ The complaint took place in both a union and workplace context and this investigation will be used in the implementation of both Policy 23A and Policy 23B.

\_\_\_\_\_ The facts presented do not fall under either Policy 23A or Policy 23B.

Complainant's Name: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_

Name of Investigator(s)/Harassment Complaint Committee Members

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

Name of Harassment Complaint Coordinator (if this complaint is related to Policy 23B)

\_\_\_\_\_

Reference Number or Name for Complaint: \_\_\_\_\_

**PART B: Complainant's Allegations**

**1. Identifying information on complainant(s)**

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

How to contact while at the event: \_\_\_\_\_

\_\_\_\_\_

Union Local: \_\_\_\_\_ PSAC Member No.: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**2. Identifying information on the respondent(s)**

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

Contact Information for Respondent (whatever information the complainant can provide, e.g., phone number, work location, how to contact at the event, and so on)

\_\_\_\_\_



**5. Witnesses**

List the names and contact information for possible follow up, either at the event or afterwards. Include any person the complainant requests be interviewed. This list may include those who were present for the incident or those to whom the complainant spoke after the incident (note whether present or not). Attach a copy of the list of participants, as required.

---

---

---

---

**6. Why is this considered "harassment"?**

**(Use complainant's own words, noting in particular any comments of the complainant on prohibited grounds).**

---

---

---

---

---

---

---

7. Impact on the individual/environment (in the complainant's words)

---

---

---

---

8. Corrective action (what does the complainant want/need to resolve the situation)

---

---

---

---

9. Signature of complainant

**Note: If there are any changes to the form, the complainant must initial each change.**

"I have read, I understand and I agree with the above information."

---

Complainant Date

---

Witness to signature Date

**PART C: Respondent's Response**

**1. Identifying information on respondent(s)**

Name:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Postal Code:

\_\_\_\_\_

Telephone: (w)

\_\_\_\_\_

(h)

\_\_\_\_\_

Union Local:

\_\_\_\_\_

PSAC Member No. :

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

**2. Response to complaint (use a separate piece of paper if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Witnesses**

List the names and contact information for possible follow up, either at the event or afterwards. Include any person the respondent requests be interviewed. This list may include those who were present for the incident or those to whom the complainant spoke after the incident (note whether present or not).

---

---

---

---

---

---

---

---

**4. Response to corrective action requested:**

---

---

---

---

---

---

---

---

5. **Agreed to actions:**

---

---

---

---

---

---

6. **Signature of respondent:**

**Note: If there are any changes to the form, the respondent must initial each change.**

"I have read and understood the allegations. I agree to undertake the above mentioned actions on the understanding that this will constitute a full resolution of the complaint."

---

Respondent Date

---

Witness to signature Date

**PART D: Witness Statements (Use a separate witness statement for each witness)**

**1. Identifying information on witness(es)**

Name: \_\_\_\_\_ PSAC Member No. \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Relationship to Complainant/Respondent (e.g., co-worker, friend and so on)

\_\_\_\_\_

**2. Statement about what the witness saw or heard pertaining to the incident in question. Note whether the witness was present at the incident or not. (Use a separate piece of paper if necessary)**

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

**3. Signature of witness:**

**Note: If there are any changes to the form, the witness must initial each change.**

"The information I have provided in this statement is true."

---

Witness Date

---

Witness to signature Date

**Part E: Report of the Local Committee/Individual Investigating  
Complaint (Policy 23A) or  
Harassment Complaint Committee (Policy 23B)**

- 1. Steps followed by those responsible for investigating the complaint  
(e.g., interviews conducted, consultation with resource  
persons/convenor, follow up)**

---

---

---

---

---

---

- 2. Recommendations for Action in the Matter Under Consideration  
(include rationale)**

---

---

---

---

---

---

---

---

3. **FOR POLICY 23B ONLY:** List and describe any steps undertaken to establish and preserve a harassment-free environment, e.g., distribution of policy/statement; introduction of the policy at the event; any intervention by person(s) responsible for the event, or others; previous complaint (informal or otherwise).

---

---

---

---

---

---

4. **Recommendations for changes to the relevant PSAC policy, guidelines, complaint form (use additional paper if necessary).**

---

---

---

---

---

---

---

---

---

---

5. **Signature of those responsible for investigating complaint:**

"The information I have provided in this statement is true."

---

Print Name	Signature	Membership No.	Date
------------	-----------	----------------	------

---

Print Name	Signature	Membership No.	Date
------------	-----------	----------------	------

---

Print Name	Signature	Membership No.	Date
------------	-----------	----------------	------

---

Print Name	Signature	Membership No.	Date
------------	-----------	----------------	------