

# CONFIDENTIAL COMPLAINT FORM

## Harassment & Discrimination Policy 7507

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Please carefully read all of the information on the form before completing it.

- This form is to be used to **file a formal complaint** of discrimination, harassment, or bullying under BCIT's [Harassment and Discrimination Policy 7507](#) and the related [Harassment and Discrimination Procedure 7507](#).
- You may have options available to address your concern other than filing a formal complaint, such as attempting to *informally* (e.g. by way of facilitated discussion) address your concern through the Respect, Diversity and Inclusion (RDI) Office or pursuing a complaint through other channels.
- It is strongly recommended that before you complete this form, you first contact the RDI Office to discuss your concern. The RDI Office can provide information about the policy, the complaint process, and other options you may have, but cannot provide legal advice.
- You are also encouraged to discuss your concern with your Union or Human Resources (for employees), or with a Student Advocate (for students).
- Your completed complaint form should be submitted to the RDI Office via [respect@bcit.ca](mailto:respect@bcit.ca)
- Acceptance of a formal complaint does not mean that it has been determined that the complaint has merit or that there has been a finding of harassment, discrimination, or bullying. The RDI Office does not act as an advocate for either party in a complaint, but rather acts as a neutral party to facilitate a voluntary resolution to the complaint and/or as an investigator.
- As the complaint process is strictly confidential, do not share or discuss the form with anyone other than your representative.
- A copy of your completed complaint form will be provided to the person the complaint is against.

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### Section 1:

- The Complainant is the name of the person filing the complaint (i.e. you).
- Pronouns refer to the set of words that can be used to refer to you. Examples include but are not limited to they/them, she/her, and he/him.
- The Respondent is the name of the person whom the complaint is against.
- If there is more than one Respondent a separate complaint form must be completed for each person.

<b>Date:</b>	
<b>Complainant Name:</b>	
<b>Pronouns:</b>	
<b>Complainant Position/Job Title/Program of Study:</b>	
<b>Department (if applicable):</b>	
<b>Respondent Name:</b>	
<b>Respondent Position/Job Title/Program of Study:</b>	
<b>Department (if applicable):</b>	

### Section 2:

- Indicate below what section(s) of the policy you believe the Respondent violated.
- You can find the definitions of discrimination, harassment, and bullying, in BCIT's [Harassment and Discrimination Policy 7507](#).
- Prohibited grounds include:
  - Age
  - Ancestry
  - Colour
  - Family Status
  - Gender Identity
  - Gender Expression
  - Indigenous Identity
  - Marital Status
  - Mental or Physical Disability
  - Place of Origin
  - Political Belief (employment)
  - Race
  - Religion
  - Sex
  - Sexual Orientation
  - Unrelated Criminal or Summary Conviction (for employment)

It is my belief that the Respondent has (check all that apply):

- ☐ Discriminated against me on the basis of a prohibited ground (specify ground(s)) \_\_\_\_\_
- ☐ Harassed me on the basis of a prohibited ground (specify ground(s)) \_\_\_\_\_
- ☐ Sexually harassed me
- ☐ Personally harassed me
- ☐ Bullied and harassed me

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### Section 3:

- Clearly indicate below what action, behavior, comment, or decisions(s) you believe contravene the policy. i.e. What was said or done that you believe is discrimination, harassment, or bullying.
- Be objective when describing the incident(s) (i.e. include facts such as words said, tone of voice, actions etc.). When possible, include direct quotes.
- Do not include your opinion or assumption about what happened or what you think the intent was behind someone else's actions.
- Avoid hearsay information (i.e. statements and incidents you did not witness directly).
- Organize your information in chronological order (i.e. in order of date when it occurred).
- Witnesses include anyone who heard or saw the incident you are describing or would otherwise have relevant information.
- Remember that a copy of this completed complaint form will be provided to the Respondent.

Date & Time & Location	Specify the Behaviours/Comments/Actions/Decisions you believe are discriminatory, harassing, or bullying.	Witness Name(s)

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Date & Time & Location	Specify the Behaviours/Comments/Actions/Decisions you believe are discriminatory, harassing, or bullying.	Witness Name(s)

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### Section 4:

- Describe the impact the incident(s) had on you. Here you can include subjective information (e.g. emotions and opinions).
- Indicate whether you attempted to address your concern with the Respondent directly, and what their response was. If you did not raise your concern with the Respondent explain why.
- Indicate if you are agreeable to exploring a voluntary resolution of your complaint. Voluntary resolution is only available when both parties agree. Explain what you would like to have happen to consider this matter resolved.
- If voluntary resolution is not attempted, or is unsuccessful, you may request an investigation.

**Describe the impact or consequences of the incident(s) you detailed above:**

### Check one:

- ☐ I did advise the Respondent that the above behavior/comments were unwelcome.
- ☐ I did not advise the Respondent that the above behavior/comments were unwelcome.

**Explain your response:**

### Check one:

- ☐ I am interested in exploring a voluntary resolution to this matter.

**Explain what you would like to happen to consider this matter voluntarily resolved:**

- ☐ I am not interested in exploring a voluntary resolution to this matter and instead prefer an investigation.

I believe that the above information, in sections 1-4 are true to the best of my knowledge. I understand that if I intentionally make statements which are untrue, I may become the subject of a Vexatious Complaint under Section 8 of the Policy.

**Complainant's Signature:**

**Date:**