RESPECTFUL UNIVERSITY FORMAL COMPLAINT FORM

A formal complaint is initiated by providing the Coordinator, Respectful University Services, with a detailed written complaint, dated and signed by the Complainant, which (i) includes a clear statement of the alleged harassment or discrimination; and (ii) requests an investigation. Please see the Respectful University Policy Procedures.

Once you have completed this form, please contact the Coordinator, Respectful University Services to set up a meeting to discuss your complaint:
Phone: 306-585-5400
Email: respect@uregina.ca

To aid incident investigations and follow-up, please be as thorough as possible when completing this form.

Date of Incident: _____ **Time of Incident:** _____

Name of Person Reporting: _____

☐ **Faculty member** ☐ **Staff member** ☐ **Student** ☐ **Other**

Faculty/Department: _____

Phone: _____ **Email:** _____

Person(s) involved, if names are known (i.e. Respondents):

1 _____ ☐ **Faculty member** ☐ **Staff member** ☐ **Student** ☐ **Other**

2 _____ ☐ **Faculty member** ☐ **Staff member** ☐ **Student** ☐ **Other**

3 _____ ☐ **Faculty member** ☐ **Staff member** ☐ **Student** ☐ **Other**

4 _____ ☐ **Faculty member** ☐ **Staff member** ☐ **Student** ☐ **Other**

Location of Incident
(hallway, office, washroom, etc.): _____

Physical Address of Incident
(state room or office number if applicable): _____

Nature of Incident: ☐ Verbal ☐ Physical

In your opinion, was the harassment or discrimination based on any of the following? Check all that may apply.

☐ Age
☐ Ancestry
☐ Creed
☐ Disability
☐ Family Status
☐ Gender
☐ Marital Status
☐ Nationality
☐ Physical Weight/Height
☐ Place of Origin
☐ Race
☐ Religion
☐ Sexual Orientation
☐ Skin Colour
☐ None of the Above

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If not based on any of the above grounds, is the harassment/discrimination based on either of the following:

Repeated incidents that have caused you to be humiliated or intimidated ☐ Yes ☐ No

A single serious incident that has had a lasting harmful effect on you. ☐ Yes ☐ No

- **In a separate document, please describe the conduct, comments or display you found objectionable.**
- **Give details of date and location of the incident(s) that are the basis of your complaint.**
- **Please include any evidence and/or witnesses, and describe how you believe this conduct breaches the *Respectful University Policy*.**

DECLARATION

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge and I am hereby requesting a formal investigation into this matter. I understand that upon completion of the intake and assessment of this complaint, the Respondent shall be notified in writing that a complaint has been lodged, provided the complaint meets the criteria as described in the *Respectful University Policy* and the Respondent will be provided with a copy of this complaint. I also understand that the Coordinator shall inform the relevant Designated Authority for each party that a complaint has been filed and an investigation initiated.

Signature: _____ **Date:** _____