RESPECTFUL UNIVERSITY FORMAL COMPLAINT FORM

A formal complaint must be dated and signed and accompanied by a separate document outlining the alleged conduct, including any available supporting evidence and witness information.

Submit your completed form and supporting documents to Respectful University Services at respect@uregina.ca.

COMPLAINANT INFORMATION

Name: _____

University status (select all that apply) ☐ Faculty ☐ Staff ☐ Student ☐ Student Employee ☐ Other

Faculty/Department/Program: _____

Telephone: _____

Email: _____

RESPONDENT INFORMATION

Name(s) of person(s) whose conduct is the subject of this complaint (if known):

1 _____

Respondent status, if known: ☐ Faculty ☐ Staff ☐ Student ☐ Student Employee ☐ Other/Unknown

2 _____

Respondent status, if known: ☐ Faculty ☐ Staff ☐ Student ☐ Student Employee ☐ Other/Unknown

3 _____

Respondent status, if known: ☐ Faculty ☐ Staff ☐ Student ☐ Student Employee ☐ Other/Unknown

4 _____

Respondent status, if known: ☐ Faculty ☐ Staff ☐ Student ☐ Student Employee ☐ Other/Unknown

NATURE OF COMPLAINT

Select all categories you believe may apply.

☐ Personal Harassment ☐ Sexual Harassment

☐ Harassment Based on Prohibited Grounds ☐ Discrimination

☐ Prohibited Relationship ☐ Other/Unsure: _____

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PROTECTED GROUNDS (IF APPLICABLE)

If you believe the conduct relates to a protected ground, select any that may apply. Leave blank if not applicable.

☐ Age
☐ Ancestry
☐ Race
☐ Nationality / Place of Origin
☐ Religion / Creed
☐ Sex / Gender
☐ Gender Identity
☐ Sexual Orientation
☐ Disability
☐ Family Status
☐ Marital Status
☐ Receipt of Public Assistance
☐ Physical Size or Weight
☐ Other protected ground: _____

Personal Harassment does not need to involve a protected ground.

INCIDENT INFORMATION

Date(s) or approximate date range: _____

Time(s), if known: _____

Location(s) / address(es), including off-campus or online: _____

Type of conduct (select all that apply):

☐ Verbal ☐ Physical ☐ Written ☐ Electronic/Online ☐ Other

DETAILS AND SUPPORTING INFORMATION

Attach a separate statement describing what happened, including relevant words or actions, dates and locations. Where available, identify witnesses and attach relevant emails, messages, screenshots or other evidence. You may also explain how the conduct affected your working or learning environment.

If the incident occurred off campus or outside a University activity, please explain its connection to your University employment, studies or other University involvement.

Attachments included: ☐ Written statement ☐ Supporting evidence ☐ Witness information ☐ Other

DECLARATION AND REQUEST FOR INVESTIGATION

I confirm that the information provided is true and accurate to the best of my knowledge and belief. I am requesting a formal investigation under the Respectful University Policy and Procedures.

I understand that my Complaint will be assessed to determine whether it meets the requirements for an investigation. If an investigation proceeds, the Respondent will be informed of the allegations and provided with sufficient information to respond. Information will be handled in accordance with the Policy and Procedures, including applicable confidentiality obligations.

Signature: _____ Date: _____

SUBMISSION

Email the completed, signed form and all attachments to: respect@uregina.ca
Questions or optional consultation: Respectful University Services | 306-585-5400 | respect@uregina.ca
Respectful University Policy and Procedures: www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html