

Section: PS 807-A

Harassment Complaint Form

Appendix A

Last revised: May 2024
Last reviewed: May 2024
Next review: **May 2025**

Complainant Information

Please check the box that indicates your position for this complaint:

Complainant Manager/Supervisor Bystander

Employee Name

Employee Number

Branch/Division

Ministry

Position

Email Address

Work Phone Number

Personal Phone Number (phone numbers will not be shared with respondent(s))

Employment Category

CUPE

SGEU

Out-of-Scope

Student/Volunteer/Unpaid Work Arrangement

Complaints may be submitted anonymously (i.e., without the Complainant Information section being filled in). However, the ability to address such complaints is limited if there is not enough information to appropriately evaluate and investigate the matter.

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Respondent(s) Name & Contact Information – Person(s) who allegedly committed the harassment.

Respondent(s) Position

Respondent(s) Ministry

Is there a direct reporting relationship? No Yes If yes, please provide details.

Witness(s) of alleged harassment – Please list name(s) and phone numbers.

Complaint Details

On what grounds do you believe harassment occurred? See the [definitions](#) and [examples](#) of harassment for more details.

- Prohibited Grounds
- Personal Harassment
- Sexual Harassment

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Explanation/Further details:

When and where did this incident happen (e.g., dates, times and locations)?

Has the alleged incident been disclosed to anyone, and if so, to whom and when? Was any action taken in regards to the matter?

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Relevant Documents

Please attach copies of any documents considered relevant to the alleged harassment and/or status or outcome of the complaint, if applicable (e.g., documentation, and/or emails).

** The information provided will be thoroughly reviewed and vetted by Employee & Labour Relations – only relevant and specific information on the allegations will be shared with the complainant through the harassment process**

Signature

By signing this complaint, you agree to have a copy given to the Public Service Commission Employee Labour Relations and Permanent Head. Complaints made under the Harassment Policy will be maintained in confidence; however, relevant information will be shared to the extent necessary to determine the appropriate resolution of this matter, or as otherwise required by law.

Complainant's Signature

Date

Next Steps

Once the complaint has been reviewed, complainants will be notified in writing of the results and if applicable, next steps. See the [harassment complaint process](#) for further details.

Before clicking the submit button, please ensure you have saved, opened and reviewed the form from your desktop. Please note that the submit button is not compatible with Microsoft Edge or Google Chrome.