



**Government of the Northwest Territories**  
***Harassment Free and Respectful Workplace Policy***

**Complaint Form**

**I. PERSON MAKING THE COMPLAINT**

Name:

Position:

Work Phone:

Home Phone:

E-mail Address:

Employing Department and Community:

Immediate Supervisor Name and Position:

**II. NAME OF PERSON(S) YOU ARE COMPLAINING ABOUT**

Name:

Position:

Employing Department and Community:

Is this person your immediate Supervisor?    Yes     No

=====

Name:

Position:

Employing Department and Community:

Is this person your immediate Supervisor?    Yes     No



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### **III. GROUNDS FOR COMPLAINT(S)**

**Harassment:** unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual based on one or more prohibited grounds of discrimination listed in the *Human Rights Act*.

Prohibited grounds of discrimination listed in the *Human Rights Act* include: race, colour, ancestry, social conciliation, family affiliation, marital status, political belief or association, place of origin, ethnic origin, nationality, religion or creed, sex, sexual orientation, gender identity, disability, age, or pardoned criminal conviction.

**Personal Harassment:** unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating, or offensive environment. Personal harassment does not have to be based on a prohibited ground of discrimination listed in the *Human Rights Act*.

**Sexual Harassment:** unwanted sexual contact that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, whether on a one time basis or in a series of incidents; or that an individual might reasonably perceive as placing a condition of a sexual nature on his or her employment or on an opportunity for training or promotion.

**Abuse of Authority:** occurs when an employee improperly uses the power and authority inherent in his or her manager position to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interferes with or influences the career of the employee. It does not include the legitimate power and proper exercise of a manager's responsibilities, including disciplinary measures, distribution of work assignments, training, staffing decisions or performance evaluations.



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**IV. Please check the ground(s) under the policy for which you are filing your complaint.**

- Harassment    Sexual Harassment    Personal Harassment  
 Abuse of Authority

If you are filing a complaint of harassment (as opposed to personal harassment) please indicate what prohibited ground(s) you believe it to be based on:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> race                            | <input type="checkbox"/> place of origin           | <input type="checkbox"/> sex                |
| <input type="checkbox"/> colour                          | <input type="checkbox"/> ethnic origin             | <input type="checkbox"/> sexual orientation |
| <input type="checkbox"/> ancestry                        | <input type="checkbox"/> nationality               | <input type="checkbox"/> gender identity    |
| <input type="checkbox"/> social condition                | <input type="checkbox"/> religion or creed         | <input type="checkbox"/> disability         |
| <input type="checkbox"/> political belief or association | <input type="checkbox"/> pardoned criminal offence | <input type="checkbox"/> age                |
|  |  | <input type="checkbox"/> family affiliation |
|  |  | <input type="checkbox"/> marital status     |

**V. Please check the type(s) of behaviour giving rise to your complaint**

- Conduct/Action    Gesture    Verbal

**VI. Specific Complaint**

Please provide a summary of the incident(s) you are filing a complaint about. Your summary should include **all** of the following. (You may also attach any additional documentation you find necessary).

1. Date and time the incident(s) occurred.
2. Location the incident(s) occurred.
3. Person(s) involved, including names and positions.
4. Names and positions of any witnesses to the incident(s).
5. A detailed description of the incident. (Try to write exactly what people said or did. Use quotation marks to show when the words are “exactly” what a person said).
6. Describe how your complaint relates to the grounds you have selected. For example, if your complaint is based on a prohibited ground, please explain *how* it relates.
7. Would you consider mediation as an option to resolve this issue?

_____ Day/Month/Year	_____ Signature of Complainant
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