

**Respectful Workplace Policy  
FORMAL COMPLAINT FORM**

You have decided to file a formal complaint under the VIHA Respectful Workplace Policy. The following information is required in order to help in the investigation of your complaint. Once the form has been filled out, please make sure you sign and date it and then submit it through one of the following means addressed to Patti Devlin, Specialist, Respectful Workplace, People and Organizational Development (250-370-8379):

1.	<a href="mailto:Patricia.Devlin@viha.ca">Patricia.Devlin@viha.ca</a>
2.	Fax: 250-370-8966
3.	<i>mailing address:</i> Begbie Hall, Rm BH 140, 1952 Bay Street Victoria, BC V8R 1J8 (please mark as CONFIDENTIAL)

Complainant's name: \_\_\_\_\_ Home phone no.: \_\_\_\_\_

Complainant's Position: \_\_\_\_\_ Work phone no.: \_\_\_\_\_

Complainant's Work Location: \_\_\_\_\_ Email: \_\_\_\_\_

Who is the complaint filed against? (The 'Respondent')

Name: \_\_\_\_\_

Respondent's Position and work location: \_\_\_\_\_

Respondent's Relationship to you through VIHA: \_\_\_\_\_

Is this a complaint about discrimination or harassment because of a protected ground covered by the BC Human Rights Code specifically: race, colour, ancestry, place of origin, religion, age, marital status, family status, physical or mental disability, sex, sexual orientation, political belief or criminal or summary offence unrelated to employment?

☐ Yes ☐ No

**SUBSTANCE OF COMPLAINT:**

Where did the incident related to your complaint happen?

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I understand that all information regarding a complaint is to be treated in confidence and that I will only disclose this information on a “need to know” basis. I further understand that any allegation or complaint of discrimination, harassment or sexual harassment will be considered personal information “supplied in confidence” for the purpose of Section 22(2) (f) of the *Freedom of Information and Protection of Privacy Act*. This section entitles me to confidentiality of both my name and the substance of the complaint. I also understand that my name or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint. The substance of investigative reports and the substance of meetings held by those in authority to make a decision on what to do about the complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with Section 22(2)(f) and Section 22(2)(h) of the *Act*.

Date Signed: \_\_\_\_\_