

**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.	Patricia.Devlin@viha.ca
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?
