HARASSMENT COMPLAINT FORM

In order to facilitate and speed up the review and the treatment of your complaint, it is important that you provide your Volunteer Services with all the following relevant information. For information about the Harassment Resolution Process, please consult the Preventing and Resolving Harassment Policy and Guidelines.

COMPLAINANT INFORMATION

Name:
Volunteer Area:
Address where you would like to receive correspondence:
Telephone number (daytime):
E-mail address:
Language of preference (English or French):

RESPONDENT INFORMATION

Name:
Volunteer Area:
Position/title (if applicable):
Volunteer relationship to you:

HARASSMENT ALLEGATIONS

Provide the following details on each incident of harassing behaviours (please provide ONLY the facts detailing the allegation).

Location:
Person(s) involved:
Witnesses:
Date (YYYY-MM-DD):

Describe in detail the harassing behaviours (what the respondent(s) said or did that led to the Harassment Complaint).

Date of (last) incident:

Have you relayed your unease to the person(s) offending you? **Yes** **No**

If yes, how and when was it done? What was the result? If no, please explain your reasons.

OUTCOME

Describe your desired outcome

Complainant Signature

I attest that this document is a true statement of my complaint and I understand that a copy may be provided to the respondent(s) and delegated authorities.

_____ _____

Signature **Date (YYYY-MM-DD)**

When completed, send this form to Volunteer Services, RBC Bluesfest and Ottawa Folk Festival:

volunteers@ottawabluesfest.ca

or mail to:

Volunteer Services
Ottawa Bluesfest
450 Churchill Avenue North
Ottawa ON
K1Z 5E2