



Name of Complainant:

Please check if you are:

- Employee
- Student
- Contractor
- Other (please specify):

Phone:

Cell/Work:

Home address:

E-mail:

Name of Supervisor/Chair or Dean:

Who is the Respondent? His/her location (and department or employer):

Prohibited Ground and/or definition in the Policy that this complaint is filed under:



Nature of Complaint (Please indicate in your own words, what happened or attach a separate sheet):

When:

Where:

How do you suggest or prefer that your complaint be resolved?



Additional information:

Please answer the following questions in regards to the incident(s):

- 1. What were the specific incident(s)? (Who did or said what?)**

- 2. In what context did they occur? (Where, when, how?)**

- 3. With whom have you discussed the incident(s):**

- 4. What actions have you taken to resolve the issue? (e.g., Have you told the person that his/her behaviour is not appropriate?)**

- 5. Who may have seen or heard the incident (names of witnesses)?**



Signature:

Date:

Note: Filing a harassment or discrimination complaint is taken very seriously by University of Prince Edward Island.

Malicious complaints or inappropriate breaches of confidentiality will be considered violations of the policy. Any individual or group that makes a frivolous, vexatious, false or bad faith complaint pursuant to this Policy for the purpose of harming another individual or group breaches the Policy and may be disciplined.

Fair Treatment Policy: <http://www.upei.ca/policy>

Please submit this form to:

Fair Treatment Office

Email: pmaclean@hratlantic.ca

Tel: (902) 566-6498

Glossary of Terms

Complaint – A formal allegation of harassment submitted to the Fair Treatment Advocate, and which is based on actions defined as harassment.

Complainant – Any person who seeks recourse pursuant to this policy as someone who has been subjected to harassment or discrimination, or who is aware of situations or incidents which may be having a discriminatory and adverse impact upon another member(s) of the University community.

Confidentiality - Confidentiality is not the same as anonymity. Terms of confidentiality, include the need to disclose information that restores a unit or classroom to effective functioning or to enable an effective investigation.

Days – Refers to business days.

Discrimination - Intentional or unintentional differential treatment for which there is no bona fide and reasonable justification. Currently the “grounds of discrimination” prohibited by the Human Rights Act of Prince Edward Island are age, race, colour, creed, ancestry, ethnic or national origin, political belief, religion, marital status, family status, physical or mental handicap, sex, sexual orientation, and in the case of employment, unrelated criminal convictions.

Harassment – An incident or series of vexatious or disrespectful comments, displays or behaviours that demean, belittle, humiliate, embarrass, degrade or attempt to exclude; that is known or ought reasonable to be known to be unwelcome and/or offensive; and which adversely affects the employment or academic status of the individual.

Mediation - A process used to resolve conflict by having a neutral person help the disputing parties arrive at a mutually acceptable solution.

Mediator – A person trained in mediating disputes.

Personal Harassment – A behavior directed towards a specific person or persons that would be considered by a reasonable person to create an intimidating, humiliating, or hostile work or learning environment.

Respondent – Any person against whom an allegation or a complaint of harassment or discrimination has been made pursuant to the policy.

Sexual Harassment – All types of unwanted sexual attention, which adversely affect the working or learning environment. It may occur between males and females, or between members of the same sex.