

Formal Complaint Form

This form is intended to provide employees and students with a formal avenue to file a complaint regarding workplace or academic issues, including concerns, conflicts, disputes, harassment, or bullying. All complaints will be handled according to Chapter 39 of the PRP and the Handbook for Chapter 39 Formal Procedures.

- ✓ Please fill out the form as specifically as possible.
- ✓ Response field sizes can be extended.
- ✓ Necessary details are marked with an asterisk (*). These are required for a complaint to be processed.

Complainant:

First name, last name*

Role (employee, student, etc.)

Unit/Division

Contact information (email address)*

Complaint Information:

Date(s) on which the event(s) or issue(s) occurred*

Name(s) of the person(s) involved*

Where did the event(s) take place?*

Please describe your complaint in detail. Include the names of people, locations, and dates involved. If this complaint is against a specific person or people, please list their names and titles*. Please include names and contact information (if known) of witnesses (if any).

A large, empty rectangular text box with a thin black border. On the right side, there are three small, vertically stacked square buttons with upward-pointing arrows. On the bottom left, there are two small square buttons with leftward-pointing arrows. On the bottom right, there are two small square buttons with rightward-pointing arrows.

Please attach additional information or supporting documents.

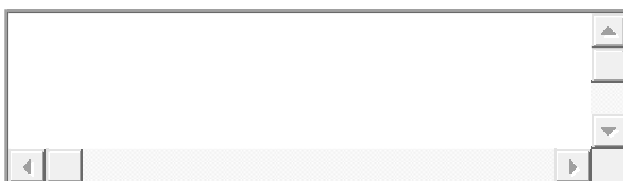
Please describe steps taken (if any) to address or resolve the issue(s) prior to submitting this form (Optional).

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Why do you think the complaint was not able to be resolved in your prior attempts?
(Optional)

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What resolution would you consider fair? (Optional)

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Subject to the VPHR discretion, is there any person that you prefer NOT to be told of your complaint? (Optional)

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Declaration

I affirm that the information provided in this complaint is true and accurate to the best of my knowledge. I understand that submitting false or malicious complaints may result in disciplinary actions according to PRP Chapter 38.

Signature***Date***