

**Respectful Work & Learning Environment Policy  
Informal Complaint Report Form**

<b>Complainant's Name</b>	<b>Complainant's Department</b>
<b>Complainants Supervisor/Dean/Chair</b>	<b>Faculty/Division/Department</b>
<b>Home Address</b>	<b>E-mail Address</b>
<b>Telephone/cell number</b>	<b>Best time to call</b>
<p><b>CONCERN/ISSUE?</b> Please provide a concise description of the situation.</p>	
<p><b>BACKGROUND:</b> When and where did this occur? Date, time, location (i.e. room, building, on or off campus)</p>	
<p><b>Where did this occur? Location, i.e. room, building, campus of off campus</b></p>	
<p><b>Who was involved? Staff, Students, Security</b></p>	

**Witnesses? Did anyone else see/hear what happened? Please provide names and contacts if possible**

**Did the complainant/respondent attempt to resolve the issue? Provide actions taken**

**Has reasonable resolution been achieved?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes please describe the resolution briefly.**

**I declare that to the best of my knowledge, the information contained in this statement is correct**

**Signature**

**Today's date.....**

**Other information and/or details:** Yes \_\_\_ No \_\_\_  
(Please give additional important information not covered by other parts of this form on a separate sheet.)

**Where to Take this form**  
Director, Diversity, Equity & Sustainability Initiatives  
Office location: 230 Richmond St W, 6<sup>th</sup> Floor

Mailing address:  
OCAD University  
100 McCaul Street, Toronto, ON M5T 1W1

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