

HUMAN RIGHTS & CONFLICT RESOLUTION OFFICE

Guidelines for Filing a Complaint of Harassment or Discrimination

For complaints of harassment, please review the University's *Harassment Prevention Policy* (110.25) to ensure that the *Policy* definitions apply to your situation. The *Harassment Prevention Policy* is available at the following website address or directly from the [Human Rights & Conflict Resolution Office](#):

<https://www.ufv.ca/media/assets/secretariat/policies/BRP-201.02-Board-Policy-on-Harassment,-Sexualized-Violence,-Discrimination-&-Physical-or-Emotional-Abuse-Prevention-&-Resolution.pdf>

For complaints of discrimination, please review the *Human Rights Code* of British Columbia to ensure that the *Code's* definitions of discrimination apply to your situation. The *Human Rights Code* is available at the following website address or directly from the Human Rights & Conflict Resolution Office:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96210_01

SECTION 1 – COMPLAINANT

Provide your full name and the name of the UFV Department in which you work or study. Include your work, home, or cellular telephone number, your preferred e-mail, and mailing address. ***Sign and date the document.***

SECTION 2 – RESPONDENT(S)

Provide the name(s) of the other party(s) to the complaint and the name of the UFV Department in which they work or study. Include their UFV phone number and work e-mail address, if known.

SECTION 3 – NATURE OF THE COMPLAINT

Briefly describe the matter about which you are complaining. The description of the offending conduct should correspond to one or more of the definitions contained in the University's *Harassment Prevention Policy*, or fall under one of the prohibited grounds of discrimination as set out in the *Human Rights Code* of British Columbia. This description should be quite brief and clearly written. The Human Rights & Conflict Resolution Office is available to assist you if you have difficulty with this section.

SECTION 4 – INCIDENT(S)

Provide a detailed account of the incident(s) about which you are complaining. Start with the most recent incident and continue with prior incidents, if applicable. Descriptions should include the date, approximate time, and the location of the incident. If you are uncertain of the dates or times, provide an estimate.

Provide a detailed account of the incident(s), including verbatim or "quoted" comments, description of demeanour, physical gestures, tone of voice, facial expression, etc. Times and dates should be included in this section. Verbatim or "quoted" comments should be placed inside quotation marks. If you are paraphrasing, please indicate this by using appropriate phrases (e.g. ...said something like...). Include the names of any witnesses to the incident at the end of this section.

SECTION 5 – DESIRED OUTCOME

Under this heading, itemise what you would like to see by way of outcomes. Use a numbering sequence (one, two, three, etc.) to identify specific, discrete outcomes. If there are desired outcomes with acceptable alternatives, state the alternatives as well.

SECTION 6 – BACKGROUND INFORMATION

If relevant and appropriate, provide background information about how long you have been at UFV, when you came into the department, and any unique features of the department that might help the Human Rights & Conflict Resolution Officer grasp the context of the complaint. Also, provide a brief description of any events or behaviours that led up to the first reported incident.

For assistance with the completion of these forms, for copies of the *Harassment Prevention Policy* or the *Human Rights Code*—or for any other inquiry related to human rights and conflict resolution at the University of the Fraser Valley—please make an appointment with the Human Rights & Conflict Resolution Officer.

Human Rights & Conflict Resolution Office
University of the Fraser Valley
33844 King Road, Abbotsford, BC V2S 7M8

Contact Information

Office: A273 Abbotsford Campus
Phone: (604) 864-4660
Toll Free: (888) 504-7441 x 4660
Email: humanrights@ufv.ca

Appointments available upon request

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Complaint of Harassment or Discrimination

For complaints of harassment, please review the *Harassment Prevention Policy* (110.25) to ensure that the *Policy* definitions apply to your situation. For complaints of discrimination, please review the *Human Rights Code* to ensure that the *Code's* definitions of discrimination apply to your situation.

SECTION 1 – COMPLAINANT

Name: _____ Department: _____

Phone: _____ Email: _____

Address: _____

Signature: _____ Date: _____

SECTION 2 – RESPONDENT(S)

Name: _____ Department: _____

Phone: _____ Email: _____

SECTION 3 – NATURE OF THE COMPLAINT

Indicate what form of discrimination or harassment has allegedly occurred. Complaints of discrimination must be based on one or more of the prohibited grounds as set out in the Human Rights Code of British Columbia.

SECTION 4 – INCIDENT(S)

Description of Behaviour Start with the most recent incident first. Follow in reverse chronological order.

Provide a detailed account of the incident(s) providing as much verbatim or “quoted” comments, descriptions of physical demeanour, gestures, tone of voice, facial expression, etc. Times and dates should be included in this section. Verbatim comments should be placed inside quotation marks. If you are paraphrasing, please indicate this by using appropriate phrases (e.g. ...said something like...). Include the names of any witnesses to the incident at the end of this section.

