

**UNION FACT SHEET**  
**HUMAN RIGHTS, HARASSMENT OR WORKPLACE VIOLENCE COMPLAINTS**

CONFIDENTIAL ONLY FOR THE UNION'S USE

**To be filled out by the Steward.**  
**PLEASE PRINT**

(If you need more space, use the back of the form or attach additional pages, if necessary.)

**WHO WAS INVOLVED IN THE INCIDENT?**

**Complainant:**

Name .....	Employee # .....	Seniority date .....
Department .....	Job/Classification .....	
Address .....	Phone Number .....	

**Person complained about:**

Name .....	Employee # .....	Seniority date .....
Department .....	Job/Classification .....	
Address .....	Phone Number .....	

**Supervisor or Other Management Involved:**

Name .....	Department .....
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**Witnesses or Other Persons Involved** (Include anyone who was present when the incident happened, assisted the Complainant, etc. If more space is needed, use the back of the form.)

Name .....	Employee # .....	Telephone # .....
Department .....	Job/Classification .....	
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Name .....	Employee # .....	Telephone # .....
Department .....	Job/Classification .....	
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Name .....	Employee # .....	Telephone # .....
Department .....	Job/Classification .....	

**WHEN DID THE INCIDENT TAKE PLACE?** (Date, precise time, before, during or after shift, etc.)

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**WHERE DID THE INCIDENT TAKE PLACE?** (Exact location - whether inside or outside plant, department, machine, aisle, job number, etc. If outside the workplace, exactly where?)

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**IF OUTSIDE THE WORKPLACE, WHAT MAKES IT WORK-RELATED?** (What was the work-specific purpose for the parties to be together?)

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**WHAT WAS THE NATURE OF THE COMPLAINT?** (Include such things as threats, physical assault, and the human rights violations alleged, *i.e.* race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, handicap. Did the violation involve words, physical altercation, failure to accommodate, employment sanction, employment promise, threat of any of the above? Include as many details as possible. Use additional paper if necessary.)

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**DOES THE PLANT HAVE A HUMAN RIGHTS, RESPECTFUL WORKPLACE POLICY OR A POLICY AGAINST VIOLENCE? IF SO, WHAT ASPECT OF THE POLICY IS ALLEGED TO HAVE BEEN VIOLATED?**

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**WHAT WERE THE CIRCUMSTANCES THAT LED TO THE INCIDENT?** (Include as many details as possible: What was complainant doing at the time? Was the person complained about a supervisor, lead hand, management or a co-worker? Did it involve direction or criticism about how the complainant was doing his/her job?)

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**WAS THE INCIDENT REPORTED TO A SUPERVISOR? IF SO, WHO TOOK REPORT?**

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**HAS AN INVESTIGATION BEEN DONE OR BEEN STARTED?** (If so, who is conducting the investigation.)

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**IF THE PERSON COMPLAINED ABOUT IS A BARGAINING UNIT EMPLOYEE, HAS HE/SHE ASKED FOR OR BEEN ALLOWED UNION REPRESENTATION?**

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**HAS THE COMPLAINANT LOST TIME FROM WORK SINCE THE INCIDENT?** (State whether employee has returned to work or not, date returned, part time or full time.)

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**IF LOST TIME, HAS THE COMPLAINANT MADE A CLAIM FOR SHORT TERM DISABILITY, WORKERS' COMPENSATION, OR EI BENEFITS?** (Include details of any problems with claim and advise employee to contact and send copy of WSIB or insurance company decision to the Union office.)

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**IF THE PERSON COMPLAINED ABOUT IS A BARGAINING UNIT EMPLOYEE, HAS HE/SHE LOST TIME FROM WORK SINCE THE INCIDENT?** (State whether employee has returned to work or not, date returned, part time or full time.)

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**IF THE PERSON COMPLAINED ABOUT HAS LOST TIME, HAS HE/SHE MADE A CLAIM FOR SHORT TERM DISABILITY, WORKERS' COMPENSATION OR EI BENEFITS?** (Include details of problems with claim and advise employee to send copy of benefits decision to the Union office.)

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**HAS THE COMPLAINANT OR THE PERSON COMPLAINED ABOUT SUBMITTED A GRIEVANCE, LAID POLICE CHARGES OR FILED A HUMAN RIGHTS COMPLAINT?** (Include whether grievance has been processed, what stage it is at. If police charges were laid, include contact information for the police officer or a copy of the charges, if possible. If the Human Rights Commission has been contacted, include contact information for HRC personnel involved.)

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**HAS ANY BARGAINING UNIT EMPLOYEE BEEN DISCIPLINED AS A RESULT OF THE COMPLAINT? IF SO, HAS THAT EMPLOYEE SUBMITTED A GRIEVANCE?**

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**HAVE ANY BARGAINING UNIT EMPLOYEES BEEN PENALIZED OR SUFFERED REPRISALS FOR THEIR INVOLVEMENT IN THE COMPLAINT?**

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**ADD ANY ADDITIONAL RELEVANT INFORMATION BELOW OR ON THE BACK OF THESE PAGES.**

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