



Policy on the respect of persons and harassment prevention

COMPLAINT AND REPORT FORM

1. GENERAL INFORMATION

Complainant

Name: _____ First name: _____

Role within the INS: _____
(athlete/employee/coach/partner/supplier/administrator/other — please specify)

Email address: _____ Work phone: _____

Home phone: _____ Cell phone: _____

Were you a minor at the time of the reported events?

Yes

No

Subject of the complaint *(if there is more than one subject, provide the information on a separate sheet of paper and attach it to the form)*

Name: _____ First name: _____

Role within the INS: _____
(athlete/employee/coach/partner/supplier/administrator/other — please specify)

Email address: _____ Cell phone: _____

Business relationship to the complainant: _____

Basis of the complaint *(please tick the appropriate box[es])*

Psychological harassment

Physical harassment

Sexual harassment

Discrimination according to a motive set out in the Quebec Charter of Human Rights and Freedoms

Incivility (rudeness, impropriety, indecency, etc.)

2. COMPLAINT OR REPORT: At this stage, describe the events that form the basis of your complaint in an accurate and concise manner. You can use more than one form to describe different events.
Please describe the event(s). (Describe the nature of the situation, facts/actions/words)

When did the event(s) occur? (Specify the date(s) of the event(s))

Where did the event(s) occur? (Specify the location(s) of the event(s))

How long did the situation last and how many times did it occur?

Please provide your witnesses (name and contact information) and your evidence.

How did this harassment affect you? What are the consequences of this harassment? What are your expectations?

SEE APPENDIX 1 OF THE POLICY ON THE RESPECT OF PERSONS AND HARASSMENT PREVENTION FOR MORE DETAILS ON THE PROCEDURE TO FOLLOW

3. OTHER APPROACHES

Have you taken any other steps regarding this complaint?

- Have you talked about it to anyone to resolve the situation (subject of the complaint, HR, supervisor, etc.)?

- Have you filed a harassment complaint with your organization and your employer (*if you are not an employee of INS Quebec*)?

- Have you filed a complaint with CNESST (*Commission des normes, de l'équité, de la santé et de la sécurité du travail* — commission for workplace standards, equity, health and safety)?

- Have you filed a complaint with the *Commission des droits de la personne et des droits de la jeunesse* (commission for human rights and youth rights)?

- Have you filed a complaint with the police?

- Have you requested a formal report or filed a civil complaint?

- Have you taken any other remedial action? (Please specify)

If you have any evidence to add, please append it to this complaint. For example:

- Letter(s) received from the subject of the complaint

- Email(s)/SMS message(s) received

- Others (specify)

In accordance with the policy, your identity will be kept confidential

4. OTHER COMMENTS DEEMED USEFUL OR RELEVANT

I declare that the information provided in this form is true to the best of my knowledge and I request that the Institut National du Sport du Québec take the action deemed necessary to help me to resolve this situation.

If I seek legal recourse, I understand that the representatives of the policy on the respect of persons and harassment prevention will be relieved of their duty of confidentiality in the event that this recourse proceeds via judicial or quasi-judicial proceedings.

In filing this complaint, I understand that the subject(s) of the complaint, and other third parties, will be notified of its filing for the purpose of obtaining their version of the facts.

I also understand that the witnesses listed in this complaint may be contacted in order to corroborate certain facts.

Name of the complainant *(in block capitals)*

Signature of the complainant

Signed in: _____

Date: _____

For administrative use

Reference number: _____

Received by: _____

Received date: _____