

This form does not commit you to a process with the Centre for Equity and Inclusion. For accommodation(s) for a meeting, please contact equity@sheridancollege.ca or call x2229 to make arrangements.

Name:	
Email:	Phone:
Faculty/Dept.:	Campus:
Student/Employee Number:	Date:

You are (Please check all that apply; for office statistical purposes):

<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other
<input type="checkbox"/> Full-time	<input type="checkbox"/> Administrative	<input type="checkbox"/> Part-time	Please describe:
<input type="checkbox"/> Part-time	<input type="checkbox"/> Contract Administrative	<input type="checkbox"/> Partial load	
<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Sessional	
	<input type="checkbox"/> Appendix D	<input type="checkbox"/> Full-time	
	<input type="checkbox"/> Part-time Support		

Policy related to your concern/complaint (please check all that apply):

<input type="checkbox"/>	Accessibility Policy	<input type="checkbox"/>	Workplace Harassment and Discrimination Policy
<input type="checkbox"/>	Harassment and Discrimination Policy for Community Members	<input type="checkbox"/>	Sexual Assault and Sexual Violence Policy
<input type="checkbox"/>	Workplace Accommodation Policy	<input type="checkbox"/>	I'm not sure.

Prohibited grounds related to your concern/complaint (please check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Ethnic Origin	<input type="checkbox"/>	Race
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Receipt of Public Assistance

<input type="checkbox"/>	Citizenship	<input type="checkbox"/>	Gender Expression	<input type="checkbox"/>	Record of Offence
<input type="checkbox"/>	Colour	<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Place of Origin	<input type="checkbox"/>	Other

Person about whom you have a concern/complaint (if applicable):

Name(s) (if known):	
Contact information (if known):	
Faculty/Dept. (if known):	Campus:
Date of last incident:	

They are (if known; please check all that apply):

<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Other
<input type="checkbox"/> Full-time	<input type="checkbox"/> Administrative	<input type="checkbox"/> Part-time	Please describe:
<input type="checkbox"/> Part-time	<input type="checkbox"/> Contract Administrative	<input type="checkbox"/> Partial load	
<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Sessional	
	<input type="checkbox"/> Appendix D	<input type="checkbox"/> Full-time	
	<input type="checkbox"/> Part-time Support		

Details of the concern/complaint (please attach pages if the details do not fit in the space provided):

Date closed (office use only):

DEFINITIONS

The following definitions are found in the *Workplace Harassment and Discrimination Policy and Procedure* and the *Harassment and Discrimination Policy and Procedure for Community Members*. This may help you determine the nature of your concern.

Discrimination: any intentional or unintentional act, conduct, standard or policy which creates a distinction between certain individuals or groups based on one or more of the prohibited grounds as defined in the *Human Rights Code* (the *Code*) and results in negative, adverse or differential treatment, which may include imposing extra burdens or denying benefits. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices, or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. It may be obvious, or it may occur in very subtle ways. Reasonable Action taken by a Supervisor is not harassment or discrimination

Harassment: a course of vexatious comment or conduct, related to one or more of the Prohibited Grounds of the Ontario *Human Rights Code* that is known or ought reasonably to be known to be unwelcome. Single acts of sufficient severity may constitute harassment.

Poisoned Environment: when one or a series of vexatious comments or behaviours are of a significant nature or degree, create an offensive or intimidating learning or work climate for individuals or groups. An individual does not have to be directly involved to be adversely affected by a Poisoned Environment.

Workplace Harassment: a course of vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Single acts of sufficient severity may constitute harassment. Workplace Harassment includes but is not limited to Workplace Sexual and Gender-Based Harassment.

Workplace Sexual and Gender-Based Harassment:

- a) engaging in a course of vexatious comment or conduct against a worker in a Workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome