

# Respectful Workplace Complaint (Formal) Response

*This form is used to respond to a formal complaint related to discrimination and/or harassment which are violations of the Respectful Workplace Directive (A1127).*

## Respondent

Employee Name:	_____	Employee ID/PR#:	_____
Address:	_____		
City:	_____	Prov:	_____ Postal Code: _____
Phone # - Home:	_____	Work:	_____ Email: _____
Contact you at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Section A: Statement

Write a statement in response to the Formal Complaint. *If further space is required, then additional pages should be attached.*

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## Section B: Previous actions taken

Describe steps or actions you have taken, if any, to address the concerns identified by the Complainant. *If further space is required, then additional pages should be attached.*

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## Section C: Suggested Witnesses

Provide the names of individuals you suggest we interview along with the phone number and contact information for each of them. *If further space is required, then additional pages should be attached.*

Last Name:	_____	First Name:	_____	Phone #:	_____
Address (work location):	_____				
Last Name:	_____	First Name:	_____	Phone #:	_____
Address (work location):	_____				

## Section E: Attachments

Attach any documents you believe are relevant to this complaint.

**Please read the statement below prior to signing and dating this form.**

I am responding to a Formal Complaint process that is being investigated under the Respectful Workplace Directive.

I declare that the information I have provided in this form is true to the best of my knowledge and belief.

I understand that a copy of this document will be provided to the Complainant.

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this is a harassment complaint, submit completed and signed form to:

Labour Relations, Human Resources,  
9th floor Century Place 9803-102A Ave NW Edmonton AB T5J 3A3

If this is a discrimination complaint, submit completed and signed form to:

Diversity & Inclusion, Human Resources,  
10th floor Century Place 9803-102A Ave NW Edmonton AB T5J 3A3