



Government of the Northwest Territories
Workplace Conflict Resolution Policy

Complaint Form

I. PERSON MAKING THE COMPLAINT

Name:

Position:

Work Phone:

Home Phone:

E-mail Address:

Employing Department and Community:

Immediate Supervisor Name and Position:

II. NAME OF PERSON(S) YOU ARE COMPLAINING ABOUT

Name:

Position:

Employing Department and Community:

Is this person your immediate Supervisor? Yes No

=====

Name:

Position:

Employing Department and Community:

Is this person your immediate Supervisor? Yes No



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III. MEDIATION

Would you consider mediation as an option to resolving your complaint?¹
Yes No

IV. GROUNDS FOR COMPLAINT (S)

Harassment based on prohibited grounds: Any improper behaviour by a person that is directed at, and is offensive to, any other employee of the GNWT or anyone who is related to the business of the GNWT, and which the person knew or ought to have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one-time or continuous basis, that demeans, belittles or causes personal humiliation. This behaviour is based on a prohibited ground of discrimination. Prohibited grounds of discrimination include: race, colour, ancestry, social conciliation, family affiliation, marital status, political belief or association, place of origin, ethnic origin, nationality, religion or creed, sex, sexual orientation, gender identity, disability, age, and pardoned criminal conviction.

Sexual Harassment: Means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that:

- a) might reasonably be expected to cause offence or humiliation; or
- b) might reasonably be perceived as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Examples can be found in the Policy*.

Poisoned Environment: Means a work environment where offensive conduct or comment occurs, not necessarily directed at anyone in particular, which is pervasive, and has a negative effect on morale. Examples can be found in the Policy*.

Abuse of Authority: Is a form of harassment which occurs when an individual improperly uses the power and authority inherent in his or her position to endanger another employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in anyway interfere or influence the career of the employee. This includes intimidation, threats, blackmail and coercion.

* Find the Workplace Conflict Resolution Policy online at www.hr.gov.nt.ca/policy/documents/ or contact [Anita Sakayi'kn](mailto:Anita_Salayi'kn@gov.nt.ca), Employee Relations Investigator: Anita_Salayi'kn@gov.nt.ca or phone (867) 920-6218.



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V. Please check the ground(s) under the policy for which you are filing your complaint.

- Harassment Sexual Harassment Poisoned Environment
 Abuse of Authority

If you are filing a complaint of harassment please indicate what prohibited ground it is based on:

- | | | |
|--|--|---|
| <input type="checkbox"/> race | <input type="checkbox"/> place of origin | <input type="checkbox"/> sex |
| <input type="checkbox"/> colour | <input type="checkbox"/> ethnic origin | <input type="checkbox"/> sexual orientation |
| <input type="checkbox"/> ancestry | <input type="checkbox"/> nationality | <input type="checkbox"/> gender identity |
| <input type="checkbox"/> social condition | <input type="checkbox"/> religion or creed | <input type="checkbox"/> disability |
| <input type="checkbox"/> political belief or association | <input type="checkbox"/> pardoned criminal offence | <input type="checkbox"/> age |
| | | <input type="checkbox"/> family affiliation |
| | | <input type="checkbox"/> marital status |

VI. Please check the type(s) of behaviour giving rise to your complaint

- Conduct/Action Gesture Verbal

VII. Specific Complaint

Please provide a summary of the incident(s) you are filing a complaint about. Your summary should include **all** of the following. (You may also attach any additional documentation you find necessary).

1. Date and time the incident(s) occurred.
2. Location the incident(s) occurred.
3. Person(s) involved, including names and positions.
4. Names and positions of any witnesses to the incident(s).
5. A detailed description of the incident. (Try to write exactly what people said or did. Use quotation marks to show when the words are “exactly” what a person said).
6. Describe how your complaint relates to the grounds you have selected. For example, if your complaint is based on a prohibited ground, please explain *how* it relates.
7. State what remedy or resolution you are seeking.

Day/Month/Year

Signature of Complainant