



B. Please describe the incident(s) leading to your complaint. It is important to include date(s) and time(s) of the incident(s). What happened? Detail the fact and history of the conduct.

C. Please list witnesses to the incident(s) if available.

D. If your complaint is about a protected ground covered by the [Human Rights Code](#), please state which protected ground and why you believe you were harassed or discriminated against. Continue your complaint on the next page

## **RESOLUTION**

A. Describe what steps you have taken to try to resolve this issue and/or any help/advice you have received regarding this issue prior to