

**LIMESTONE DISTRICT SCHOOL BOARD**  
**WORKPLACE HARASSMENT & DISCRIMINATION REPORTING FORM**  
*PRIVATE AND CONFIDENTIAL*

**Instructions:**

If you would like to submit a formal report of harassment, discrimination or other objectionable behaviour, please complete the form below. Once completed, please place in a sealed envelope, marked "Private and Confidential" and send to the attention of the Manager of Human Resources.

The information contained in this form is confidential and every reasonable step will be taken to maintain confidentiality in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. This form and any attachments will be copied to the respondent(s) named within, in accordance with the Formal Reporting Process.

|  |   |
|--|---|
| Name of Complainant:   | Name of Respondent:                     |
| Position:  | Position:                               |
| Name of School / Worksite:   | Name of School / Worksite, if Different |
| Date:  |   |
| Description of Alleged Harassment, Discrimination or Objectionable Conduct |   |
| Assistance Required  |   |

|  |       |
|--|-------|
| Assistance Offered   |       |
| Has Respondent been informed of unwelcome behaviour?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |
| Has the complaint been reported previously?<br><input type="checkbox"/> Yes <input type="checkbox"/> No          | Date: |
| To whom, and what actions were taken?  |       |
| Complainant Signature:   | Date: |

***Please note that when the complainant and respondent are both teachers, the complainant must meet the adverse reporting obligations of Section 18(1)(b) of the Regulation Made Under the Teaching Profession Act***