

CUPE 3906 Harassment and Discrimination Policy Intake Form

Purpose: The submission of this form to the CUPE 3906 Equity Officer initiates a formal complaint under the CUPE Local 3906 *Discrimination & Harassment Policy and Procedure Handbook*.

According to Section 2 of the Policy, “A Complaint is made when an individual submits a written statement of complaint to an Intake Office (the local equity officer), making an allegation of Discrimination and/or Harassment because they wish to initiate a formal CUPE Local 3906 process, which may require an investigation into the allegations and finding of facts.”

Members may also submit formal complaints in writing via letter addressed to the Equity Officer via email (equity@cupe3906.org). (Please see “Section IV” of the “CUPE 3906 Harassment and Discrimination Policy” for more information on what to include in your letter). (If you cannot submit your letter via email, please submit it to the Attention of the “Equity Officer” in a sealed envelope marked “confidential” to the CUPE 3906 Office, KTH B111, McMaster University, 1280 Main Street W, Hamilton ON L8S 4M4.

Members are not required to submit forms if they elect to pursue informal processes under the Policy.

For more information or for a copy of the Policy, please contact the Equity Officer (equity@cupe3906.org) or visit <https://cupe3906.org/cupe-local-3906-discrimination-and-harassment-policy-and-handbook/>.

PLEASE NOTE: for the purposes of a complaint under the Policy, both the person filling out the form (the “complainant”) and the person about whose behaviour is the subject of the complaint (the “respondent”) must be a CUPE 3906 member in good standing. Regardless, you may report an incident (or incidents) of harassment and/or discrimination occurring at Union sponsored events or meetings involving non-union members by notifying the chair or designated anti-harassment person at the event, or by contacting the Equity Officer at equity@cupe3906.org or the President at president@cupe3906.org.

PLEASE NOTE: This form is not an intake form for the purposes of McMaster University’s *Discrimination and Harassment* or *Sexual Violence* policies. To submit a report or initiate a complaint under the Employer’s processes, please see Article 6 of your Collective Agreement and/or visit <https://secretariat.mcmaster.ca/app/uploads/Discrimination-and-Harassment-Policy.pdf> and/or https://www.mcmaster.ca/vpacademic/Sexual_Violence_Docs/Sexual_Violence_Policy_effec-Jan_1,2017.pdf

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Instructions:

1. Please complete "Section A: Personal Information". Please include your information in Section "A" (not the information of the person about whom you are submitting a complaint).
2. Please complete "Section B: Details of the Incident", "Section C: Description of the Incident", "Section D: Impact and Response", and "Section E: Additional Information." If you require more space, you may append additional pages to this form. Please do not include personal medical information.
3. Please read the declaration in "Section F: Declaration and Signature." Please sign and date the form prior to submitting the form to the Equity Officer (step 4).
4. Please submit the form to the Equity and Inclusion Officer via email (equity@cupe3906.org). If you cannot submit the form via email, please submit it to the Attention of the "Equity Officer" in a sealed envelope marked "confidential" to the CUPE 3906 Office, KTH B111, McMaster University, 1280 Main Street W, Hamilton ON L8S 4M4.

SECTION A: PERSONAL INFORMATION

NAME:	
E-MAIL ADDRESS:	PHONE NUMBER:
EMPLOYEE/STUDENT ID:	UNIT(S):
POSITION TITLE:	
DEPARTMENT (for Units 1, 2, and 3):	

SECTION B: DETAILS OF THE INCIDENT

1. Date(s) of Incident(s):
2. Time of Incident(s):
3. Location of Incident(s):
4. Type of Complaint (check all that apply):

 Harassment
 Discrimination
 Retaliation

Bullying

Other (please specify): _____

SECTION C: DESCRIPTION OF THE INCIDENT

As per Point 3, Section 4 of the CUPE Local 3906 *Discrimination & Harassment Policy and Procedure Handbook*, please provide a description of the situation you are reporting, including the following information:

- What happened?
- Who was involved in the incident?
- When and where did the incident occur?
- Who (if anyone) saw or heard the incident, or saw and heard something of relevance prior to or after the alleged incident(s) of Discrimination and/or Harassment?

Please do not include personal medical information on this form. Additional Pages may be appended to this form.

1. Describe the Incident(s): (Please provide a detailed description of what happened. Include any relevant dates, times, locations, and names of individuals involved.)

2. Name(s) of the Alleged Perpetrator(s):

3. Name(s) of any Witness(es):

SECTION D: IMPACT AND RESPONSE:

1. Impact on You: (How has this incident affected you personally and/or professionally?)

2. Actions Taken: (Have you taken any actions to address the incident? If so, please describe them.)

3. Desired Outcome: (What would you like to see as a result of this complaint?)

SECTION E: ADDITIONAL INFORMATION:

1. Have you reported this incident to anyone else?

YES

NO

If **yes**, please specify to whom and when:

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2. Any other relevant information:

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SECTION F: DECLARATION AND SIGNATURE:

By signing this form, I understand that I am initiating a formal complaint process under the CUPE Local 3906 *Discrimination & Harassment Policy and Procedure Handbook*. I further understand that the submission of this form to the Union does not constitute a complaint under the Employer's processes. (For more information on submitting a complaint to the Employer, please see the "purpose" section at the top of the form.)

Signature:	Date:
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