



DISCRIMINATION AND HARASSMENT COMPLAINT FORM FOR STUDENTS

Use this form to report a complaint of discrimination and/or harassment that you believe violates the University’s Discrimination and Harassment policy and Student Conduct policy as set out in the academic calendar.

Complainant and Respondent Information

Name of Complainant and Student ID:

Gender pronouns (he/his, she/her, they/them, etc.) (Optional):

Position and Department/Program:

Contact information (email and phone number):

Name of Respondent (individual who the allegations are being made against):

Position and Department/Program:

Contact information (if known):

Relation to Complainant:

Issue (please check all that apply) *Please note some code grounds vary from between provincial jurisdictions

- Discrimination Harassment

- Colour Ethnic origin National origin Citizenship Creed/Religion
- Sex (includes pregnancy and breastfeeding) Sexual orientation
- Gender identity Gender expression Age Marital status Family status
- Disability Political belief* Social condition*

Please note: If the incident relates to a faculty member or staff, the Chief Talent & Culture Officer or designate will investigate the matter. If the incident relates to a student this incident will be further investigated by the Student Conduct Officer responsible for your institution and region.

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Allegations

Please describe in as much detail as possible the alleged discrimination and/or harassment incident(s), including:

- (a) the names of the parties involved
- (b) any witnesses to the alleged incident(s) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- (c) the location(s), date(s), frequency and time(s) of the alleged incident(s)
- (d) details about the alleged incident(s) (behaviour and/or words used)
- (e) any additional details
- (f) any supporting documents/evidence the complainant may have in their possession that are relevant to the complaint
- (g) any supporting documents/evidence a witness, another person or the respondent may have in their possession that are relevant to the complaint

Attach any supporting documents, such as emails, screenshots of text messages, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Attach additional pages if required.

Signature:

Date:

Submit this form to kbird@yorkvilleu.ca if the respondent is a faculty or staff member.

Submit this form to the appropriate Campus Student Conduct Officer if the respondent is a student. Please select the email address that corresponds to your institution and region:

Yorkville University New Brunswick studentconductnb@yorkvilleu.ca

Yorkville University Ontario studentconducton@yorkvilleu.ca

Yorkville University British Columbia studentconductbc@yorkvilleu.ca

Toronto Film School studentconducttfs@torontofilmschool.ca

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Toronto Film School Online studentconducttfs@torontofilmschool.ca

Toronto Film School Online at Yorkville University studentconducttfs@yorkvilleu.ca