

***PSYCHOLOGICAL OR SEXUAL HARASSMENT COMPLAINT FORM***

I formally file a complaint of psychological or sexual harassment before the Vipassana Foundation of Eastern Canada and ask it to analyze the situation.

**I allege being a victim of :**

Psychological harassment

Sexual harassment

**My contact details :**

**Last name :** \_\_\_\_\_ **First name :** \_\_\_\_\_

**Function :** \_\_\_\_\_

**Work number :** \_\_\_\_\_ **Home number:** \_\_\_\_\_

**Cell phone :** \_\_\_\_\_

I agree to give access to the content of this complaint to the person or persons to whom the facts are reproached.

I declare that the information contained in this questionnaire is true and expressed to the best of my ability and that I am making this complaint in good faith.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Person(s) subject of the complaint:**

**Last name :** \_\_\_\_\_ **First name :** \_\_\_\_\_

**Function :** \_\_\_\_\_

**Phone number, if known :** \_\_\_\_\_

**Last name :** \_\_\_\_\_ **First name :** \_\_\_\_\_

**Function :** \_\_\_\_\_

**Phone number, if known :** \_\_\_\_\_

**Summary of the alleged act(s) :**

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**Event(s) that prompt(s) you to initiate this formal process :**

**Allegations :** At this stage, you must list all the incidents that are part of your complaint in a precise and concise manner. Each allegation (incident) must be listed separately in the format below.

**You must reproduce this page for each allegation reported.**

**ALLEGATION #** *(enter a number for each one of your allegations)*

<b>WHEN?</b> <i>(specify the dates of the different events)</i>

<b>WHERE ?</b> <i>(specify the places where the events occurred)</i>

<b>WHAT, HOW ?</b> <i>(list the facts, events, words, gestures)</i>

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**NAMES AND CONTACT INFORMATION OF WITNESSES**

1.  

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2.  

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3.  

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4.  

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5.  

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6.  

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**Action(s) taken prior to the present complaint :**

I have tried to resolve the situation with the person(s) involved :

- yes
- no

If yes, specify when and in what manner :

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I have explained to this person(s) the effect his or her (their) behavior had on me :

yes

no

What were the results?

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**What would you like to do to resolve this situation?**

I would like to undertake a mediation process

I would like the Foundation to initiate an investigation process

If you have evidence to add to this complaint, attach it to the present form.

For example :

Letter(s) received from the person(s) concerned

E-mail(s) / text messages received

Other proof of evidence : *(Specify)*

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**I wish to resolve this situation in another manner : *(Specify)***

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