

RESPECTFUL COLLEGE COMMUNITY – OHS-008
Appendix A: Statement and Request for Action
(Forward Completed Form to Executive Director of Human Resources)

<i>Date of Report (m/d/y)</i>	<i>Date of Incident/s (m/d/y)</i>
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Complainant Information

<i>Name:</i>	<i>Email:</i>
<i>Staff</i> <input type="checkbox"/> <i>Student</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	

Respondent Information

<i>Name:</i>	<i>Email:</i>
<i>Staff</i> <input type="checkbox"/> <i>Student</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>	

Witnesses

<i>Name:</i>	<i>Contact Information:</i>
<i>Name:</i>	<i>Contact Information:</i>

Incident

<i>Type of Incident:</i>
<input type="checkbox"/> <i>Verbal</i> <input type="checkbox"/> <i>Physical</i> <input type="checkbox"/> <i>Written</i> <input type="checkbox"/> <i>Cyber/Electronic</i> <input type="checkbox"/> <i>Other</i>

<p><i>Details of Incident: (Please provide specific details of the incident. Please include any actions/comments that you engaged in)</i></p> <p><i>Action Sought (Please describe the alternative resolution option that you are requesting ie. Facilitated Resolution, Education, Customized)</i></p>
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