

## Human Rights Commissioner's Office Reporting Form

The HRCO Reporting Form is to be used to report a complaint/issue/matter of discrimination or harassment that is believed to contravene [Policy and Procedure #240.0, Human Rights: Code-Related Harassment and Discrimination](#).

The information submitted in the reporting form will be received and retained by the HRCO through confidential email, and will not be shared with any other department or unit within YRDSB. The HRCO will endeavour to respond to all completed reporting forms within three (3) working days.

Following submission of an online reporting form, in most cases, you will be offered a confidential consultation with a Human Rights Officer in order to determine next steps. Please note that submitting a reporting form does not begin a formal complaint or guarantee that any specific action(s) will be taken by the HRCO.

### Alternative Format Reporting Form

The fillable PDF version of the reporting form (below) can be printed and sent to our office via:

- 1) **Fax:** 905-773-2406
- 2) **Mail:** Human Rights Commissioner's Office, Room 202, Dr. Bette Stephenson Centre for Learning, 36 Regatta Ave. Richmond Hill, ON L4E 4R1
- 3) **Scan:** Email the scanned form to: [human.rights@yrdsb.ca](mailto:human.rights@yrdsb.ca).

The Reporting Form is used by the HRCO for our general understanding of the key issue(s) pertaining to your matter. At no time is a reporting form shared with any other department or unit at the Board. Strict confidentiality and privacy is guaranteed at all times and consistent with the arm's-length position of the HRCO.

Please be advised that the HRCO does not provide copies of this completed form. If desired, please ensure you print and retain a copy for your own records.

First Name: \*

Last Name: \*

Email: \*

Phone:

Preferred Contact Method: \*

Email

Phone

Your role and/or connection with YRDSB (as is most relevant to this report):

Union/Association Affiliation (if applicable):

What best describes your reason for making this report? \*

Please provide a brief summary of your concerns relating to harassment, discrimination or bullying. Include any steps you've taken to address the concerns.

Please provide the names of other parties involved.

Please provide the names of witnesses and or staff/managers or stakeholders at YRDSB with knowledge of your concerns.

How did you learn about HRCO?

YRDSB website

Referred by Union

Referred by a principal, superintendent or board staff member

Through a training session or workshop

Word of mouth by a friend/colleague

Other:

If, for any reason, you have not heard from the HRCO after submitting this form, please email: [human.rights@yrdsb.ca](mailto:human.rights@yrdsb.ca).