

**Harassment Prevention Complaint Form to
Occupational Health and Safety Division
Government of Newfoundland and Labrador
Government Modernization and Service Delivery**

This form is not intended to be used to make initial complaint(allegations) of harassment to an employer.

Sections 24.1 and 24.2 of the Occupational Health and Safety (OHS) Regulations outline an employer's responsibility to prevent workplace harassment. If a worker feels that the employer has not fulfilled its responsibilities to develop a harassment prevention plan or investigate allegations of harassment, they are encouraged to contact the OHS Division.

Is the following complaint:

- A general complaint regarding an employer's responsibilities to ensure a harassment free workplace. Yes ☐ No ☐
- Regarding a specific allegation of harassment (i.e., you have been the subject of harassment) Yes ☐ No ☐

Note:

The OHS Division does not determine if an allegation of harassment is founded or unfounded. Instead, the Division will investigate your employer's handling of complaints. This means that an OHS Officer will determine if the employer has a harassment prevention plan and a process to investigate allegations of harassment as required by the OHS Regulations.

If you would like an OHS Officer to address specific concerns about your harassment complaint to the employer, your name will be provided to the employer. If you would prefer to remain anonymous, the OHS Officer will not pose questions pertaining to your specific harassment complaint or investigation. The OHS Officer will however, contact the employer to identify whether the required Plan, procedures and training are in place for all employees.

Contact information:

(The OHS Division may contact you to gather additional information)

Name:

Number or email:

Do you wish to remain anonymous when we contact the employer? Yes ☐ No ☐

Date:

mm/dd/yyyy

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Employer information:

Name/ company:

Location/ address:

Suggested contact name:

Contact number:

1. Does your employer have a harassment prevention plan (HPP)? Yes ☐ No ☐

I don't know ☐

a. If yes, Is the HPP accessible to you?

Yes ☐ No ☐

2. Have you completed training in harassment prevention? Yes ☐ No ☐

3. Have you completed training in harassment prevention specifically related to your company's HPP? Yes ☐ No ☐

If your complaint is a specific allegation of harassment, please complete the additional questions below:

4. Have you made an official harassment complaint at your workplace? Yes ☐ No ☐

5. How was the complaint made (e.g. verbally, email, company form, etc.) and to whom?

6. Is the respondent (i.e. the person against whom the allegations are being made) a co-worker, supervisor, manager, owner, CEO or other?

7. On what date was the complaint in question reported?

8. Is there an external contact listed in the HPP to whom you can submit a complaint?

Yes ☐ No ☐

a. If yes, have you submitted your complaint to an external contact? Yes ☐ No ☐

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9. Was your complaint investigated?

Yes ☐ No ☐

a) If yes, have you received a copy of the investigation report or a summary of findings?

Yes ☐ No ☐

10. Please provide a brief description of your complaint.

(Maximum 500 characters)

Next Steps:

- When you are finished completing this form, please save a copy to your computer and then email the file to HarassmentComplaints@gov.nl.ca.
- Based on the information provided above, an OHS Officer will contact the employer to determine if a HPP has been developed and whether the OHS Regulations for harassment have been complied with.
- If you have made a specific allegation of behaviours that meet the definition of harassment according to the OHS Regulations:
 - If your complaint has not been investigated, the employer will be asked to provide an explanation to the OHS Officer and may be instructed to ensure that an investigation is completed.
 - Either your employer or an external harassment investigator (not an OHS Officer) can be expected to contact you within a reasonable time to gather specific details regarding your harassment complaint.
 - If you are not contacted by your employer or an external harassment investigator within three weeks of registering this complaint with the OHS Division, please email HarassmentComplaints@gov.nl.ca and an Officer

OHS Regulations s.22(2) definition of harassment:

Inappropriate vexatious conduct or comment by a person to a worker that the person knew or ought to have known would cause the worker to be humiliated, offended or intimidated.

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will follow up on the status of your complaint.