

RECRUITMENT COMPLAINT FORM

Toronto Community Housing

NOTE: *If the complaint relates directly to the HR Director, Talent Acquisition or Vice President, Human Resources, the complaint must be filed with an individual's executive lead or, for external applicants, with the President and CEO*

Instructions:

- If using hand written format please PRINT CLEARLY.
- The complaint must be made within six (6) months of the occurrence of the incident in question.
- Please complete as many areas as you can and provide as much detail and information as possible.
- All complaints must be signed by the person making the complaint and all contact information be included in the sections provided.
- You may attach any additional information that you feel is necessary.

Information about you (Person making the complaint)					
Salutation <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	Last name		First name		
Address (home)					
City		Province		Postal code	
Home phone		Alternate phone		Business phone	
Email address			May we contact you at work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Toronto Community Housing employee?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a union employee or is your complaint concerning a union recruitment process?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Information about the person you are complaining about					
Date of incident (DD/MM/YY):					
Have you attempted to resolve your issue by speaking to a Recruiter or HR representative? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the person you spoke to and the date below.					
Recruiter/HR Representative:					
Date (DD/MM/YY):					

Your complaint

Please tell us about your complaint. Include a chronological history of the events and names of people involved. Be sure to include how you were directly affected by the incident, and information about who, what, when, where and why. *For more space, attach additional pages.*

***IMPORTANT NOTE:** You are required to provide information/evidence to support any allegations of a breach of Toronto Community Housing policy and procedures. Please attach any supporting information that you feel is necessary (if possible, specify which internal policy or procedure you feel has been breached).

Names of witnesses/additional contacts

Please list the name(s) and contact information of any witness or anyone who may be able to provide further information:

Name	Phone	Email

Acknowledgement, consent and signature

I have read and I understand the following:

- The personal information on this form is collected and disclosed under the authority of the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act (FIPPA/MFIPPA) and will be used for the purpose of investigating the complaint referenced herein.
- I agree to Toronto Community Housing sharing and providing copies of information and documents that it receives from me as required to facilitate the investigation. I understand that if I do not agree, the investigation may be compromised and may not be able to be completed.

Date signed (DD/MM/YY):

Signature of complainant:

TO BE COMPLETED BY Toronto Community Housing

Assigned file number:

Received by: _____

Date received (DD/MM/YY): _____

If you have any questions about how to file your complaint, please call the Recruitment Policy & Compliance Manager, Kelly Schilthuis, at 416-981-4148 or send an email to: kelly.schilthuis@torontohousing.ca.