



Complainant Contact Information:

Email Address: _____

[illegible]

2. How would you like this complaint to be resolved?

3. List and attach copies of any supporting documents that are relevant to your complaint.

Privacy: I understand that: 1. The complaint that I have submitted and all the documents I have provided will be shared within the organization and with the individual who is the subject of the complaint on a “need to know” basis to the extent required in order to properly investigate and respond to the complaint and to address similar concerns arising in the future. 2. North York Community House may have to disclose this complaint and related documents with other organizations or other judicial/quasi-judicial contexts, if required. This information will also be shared where disclosure is required by law. 3. General information contained in this complaint may be shared with other stakeholders, e.g. specific funders, on a case by case basis. Personal information will not be disclosed unless absolutely necessary and you will be notified. 4. A copy of this complaint and related documentation will be retained by Human Resources in a central file after the investigation is completed.

Signature _____

Signature Date _____