

Telephone: (416) 756-7227 Email: ESL@canadaacumen.ca

### FORMAL CONDUCT COMPLAINT FORM

(To be completed by Complainant, when informal process is unsatisfactory) PLEASEPRINT

PAGE ONE (INFORMATION IS DISCLOSED TO RESPONDENT IN MOST CASES)				
This complaint falls under	the following procedure			
:   Code of Student	Rights and Responsibilities			
COMPLAINANT	and the second second			
(Please check one) □Student	□ Administrator □ Faculty Member □ Support Staff □ Other			
Last Name	First Name Middle Name			
Department/Location	Program			
documents provided.  Date(s) and Time(s) of Inc	ident:			
Location: Section(s) of Policy alleger	div violated			
Name(s) of alleged offende				
Is alleged offender? (check	one) □Student □Administrator □Faculty Member □Support Staff			
□ Other:	<u> </u>			
Incident Description (Inclu	ade events leading up to incident, actions taken to date, follow-up,			
etc.): Note: If additional sp	pace is required please attach the documentation to this form.			



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### PAGE TWO (INFORMATION NOT DISCLOSED IN MOST CASES) **Complainant Information:** Name: Student Number (if applicable): Address: Telephone: (business) (residence) Email: Department & Location:\_\_\_\_\_ What do you require to resolve this complaint? Witnesses to the events of this complaint: Please identify, in order of importance, anyone that you feel would provide helpful information to assist the investigation of this complaint \_Telephone:\_\_\_\_ Name: Telephone: Name: Telephone: This document and any attachments to it that you provide while filing a complaint will be held in confidence by Ace Acumen Academy. Page one of this complaint form and its attachments will be disclosed to the respondent named in the complaint and to the investigator, adjudicators, mediators and/or the local Police appointed to assist with the resolution of this complaint, as outlined in the policy procedures. Privileged information, such as the complainant's requirements to resolve the complaint and list of witnesses, provided on page two of this complaint form will not be disclosed to the respondent. Information gathered under this policy may be required to be disclosed under the Ontario Human Rights Code or other legal proceedings. Your signature confirms that you have been made aware of and give permission for the above use of this information. I hereby declare that the information on this form is true, correct and complete to be best of my knowledge. I understand that any misrepresentation of information may result in disciplinary action. SIGNATURE:

(Date

#### OFFICE USE ONLY

Received by: Copies to:

(Complainant)

Date:



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### 7.1.7.2 Formal Conduct Complaint Response Form

### Respondent's Response Form

### PAGE ONE - INFORMATION NOT DISCLOSED TO THE COMPLAINANT

Name:	Student Number (if applicable):			
Address: Street:				
Province/Postal Code:	Email:			
Telephone: (business)	Telephone: (residence)			
Position held/work location:	4 不多			
Witnesses to the events of this complaint: Please identify, in order of importance, anyone that you feel would provide helpful information to assist the investigation of this complaint				
Name:	Telephone:			
Signature:	_Date:			
<b>ACE ACU</b>	MEN ACADEMY			



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Questionnaire received by:	Date:			
	PLEASE DATE STAMP UPON RECEIPT			
Respondent's Response Form  Page Two – Information Disclosed to Complainant in most cases				
Respondent's Name:				
Position/Location:				
RESPONSE TO ALLEGATIONS  With reference to the enclosed complaint, provide a detailed response to the allegations. In responding please refer and respond to each allegation separately. The information that you provide should be as specific as possible with respect to dates, times, places, documents and persons involved.				
VACE VC	UMEN ACADEMY			
(You may attach additional pages if there is not enough room on this form.)				
Please describe any actions that you have taken to try to resolve this matter:				

Provide copies of any documentation, which may be relevant to the issues of this case as referred to in the complaint or in your response. Please list the documents provided with comments where applicable.

This document and any attachments to it that you provide in the course of responding to this complaint will be held in confidence by Ace Acumen Academy. Page 2 of this form and its attachments will be disclosed to the complainant and to Ace Acumen Academy, adjudicators and mediators appointed to assist with the resolution of this complain as outlined in the policy procedures. Privileged information, such as the list of *witnesses*, provided on page 1 of this form will not be disclosed to the complainant. Your signature confirms that you have been made aware of and give permission for the above use of this information.



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Signature	Da	τ <b>Δ•</b>
Signature:	Da	ic.

Information gathered under this policy may be required to be disclosed under the Ontario Human Rights Code or other legal proceedings.

#### **NOTIFICATION**

Date Complainant and Respondent(s) notified of Complaint Disposition:



ACE ACUMEN ACADEMY