DISPUTE AND CONFLICT COMPLAINT FORM

Name and contact information of complainant
Name of respondent

Personal statement

Please describe in as much detail as possible the dispute and conflict situation(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	Date

Date created	**Review date**	**Date approved**
February 4, 2015		February 14, 2015