**ETHICS COMPLAINT FORM**

**Date Complaint Submitted:**

***Complainant:***

***Respondent:***

**Name:**

**School:**

**Phone:**

**Name:**

**School:**

**Email:**

I, (Complainant’s Name[s]), do allege that (Respondent’s Name) breached the Code of Ethics of the Yukon Teachers’ Association as specified below and request that this complaint be received and processed in accordance with the Administration of the Code of Ethics Policy.

**Section 1 - Alleged breach of Code of Ethics *(“copy and paste” this Section 1 for each alleged breach)***

What clause of the Code of Ethics Policy do you allege the Respondent has breached (e.g. 3.2.1):

What has the Respondent said or done to give rise to your complaint? It is important that you provide all possible information and details regarding:

1. Where & when - where and when did the conduct the subject of the complaint occur including dates, time of day and physical location?
2. Words used - what words were said or written by the Respondent?
3. Actions taken - what actions were effected by the Respondent?
4. Identity of any witness - who do you consider was materially involved and/or may have witnessed the conduct giving rise to your complaint?

**Important:** List and attach any additional material or evidence you consider relevant to substantiating your complaint such as emails, letters, witness statements and/or documents.

**Section 2 - Alternate resolution opportunities**

Please provide background and information regarding the steps taken between the Complainant and Respondent to attempt to resolve the issues or concerns giving rise to an Ethics complaint.

Have you:

* attempted to meet with the Respondent to attempt to discuss your concerns and a possible resolution of the issue(s)?
* exchanged correspondence as an attempt to resolve the issue?
* worked with a 3rd party (ie RWO, mediator) or has a 3rd party been involved in any process in which there is an agreement to be bound by their recommendations?

Please provide all relevant details including:

* Words spoken and used - what words were said or written by you and/or the Respondent?
* Actions taken - what actions were affected by you and/or the Respondent in an attempt to resolve your complaint?