

COMPLAINT FILING FORM

The Equity Bylaws governing this process are published at www.caea.com. In the case of any discrepancy between this filing template and the bylaws, the bylaws will prevail. For more information on completing this form and the Complaints Process, please see the Complaints Process Guide.

Note: If your complaint is accepted by Council and referred to a Resolution Panel, all information provided herein will be shared with the Respondent, EXCEPT for Sections 1 and 7.

1. COMPLAINANT

<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name	Last Name	Equity # (if applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Unit, Address, Street)	City	Prov.	Postal Code
<input type="text"/>	<input type="text"/>		
Email	Telephone		

If there is more than one Complainant, please attach contact information and communication preferences for each Complainant.

The default method of communication is EMAIL. I prefer to be contacted via:

Telephone Mail

2. ENGAGER AND PRODUCTION

<input type="text"/>	<input type="text"/>
Engager	Production

3. RESPONDENT

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	City

If there is more than one Respondent, please attach information for each Respondent.

4. GROUNDS FOR COMPLAINT

Please select the general grounds of the complaint (as many as apply). [For a definition of each ground, check Equity's Bylaws.](#)

- | | | |
|----------------|------------|--------------------------|
| Abuse of Power | Harassment | Unprofessional Behaviour |
| Discrimination | Reprisal | Violence |

5. SPECIFICS OF THE COMPLAINT

On the following page, please provide a detailed description of the event(s) that form the basis of the complaint. Relevant/pertinent specifics of the incident(s) are essential for a fair and thorough investigation.

Ensure these details relate directly to the "Grounds for Complaint" you have selected in section 4.

Council will use this information to determine if the complaint may be pursued under Equity's existing bylaws and has a reasonable prospect for resolution or finding fault through further investigation. If the complaint proceeds to a hearing or mediation, information not provided here (if known at the time of filing) may be excluded from consideration. If more space is needed, please attach additional pages.

Provided Council accepts the complaint, the information above will be provided to the Respondent to form the basis of the claim to which they are asked to respond.

When it happened

(Day, month, year, timeline of events, etc.)

Who was present

(Respondent, witnesses, etc.)

Where it happened

(Rehearsal, production, company meeting, etc.)

What happened

(Specific and pertinent details describing the alleged inappropriate behaviour)

6. EVIDENCE SUPPORTING THE COMPLAINT

If you have evidence that is important for establishing the basis for complaint, list it here. List only the most important. You are not required to submit any evidence at this time. If more space is needed, please attach additional pages.

Evidence	Why this evidence is important to the complaint

7. CONFIDENTIAL LIST OF WITNESSES

Please provide the names and contact information of other individuals on whose corroboration you will rely.
This information will not be forwarded to the Respondent(s).

Witness first & last name	Why this witness is important to the complaint	Contact information

8. STEPS ALREADY TAKEN TO RESOLVE THE COMPLAINT

Please describe any steps already taken to address the complaint with the respondent or with the engager.
If more space is needed, please attach additional pages.

9. PROPOSED RESOLUTION TO THE COMPLAINT

Please describe what you would consider a satisfactory resolution to the complaint, should the complaint be accepted by Council.

10. RESPECTING THE COMPLAINT PROCESS

I have the read applicable Bylaws regarding the Complaints Process and understand that once a formal complaint has been filed all parties involved will refrain from any activities that could be reasonably seen as an attempt to undermine the fairness of the process. While the formal complaint process is ongoing, all information regarding the formal complaint will be kept confidential to the fullest extent possible by all parties involved. Interference with the Complaints Process, including any act or threat of reprisal against a participant in the process, shall constitute grounds for disciplinary action.

Name

Date (mm/dd/yyyy)

A digital signature is not required on this form. By typing my name, I acknowledge that I have read and understood these terms.