

Date

Ms. Christine Denommée
Director
Human Resources Department

Subject : Psychological Harassment Complaint

Dear Ms. Denommée,

I, _____ (your name), working as a _____ (class of employment) presently at _____ (school, center or department) at the English Montreal School Board.

In accordance with the Board's policy against all forms of violence or harassment in the workplace, I hereby submit this letter of complaint of psychological harassment against my immediate superior _____ (name of your immediate superior).

Description of complaint: *(indicate the details for each event, including date and time, if possible. Give a résumé of all that was said, indicating where the event(s) took place, identify all witnesses and attach all pertinent documents – such as letters, emails, etc...)*

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These events seemingly fall under the articles of the law and labor code which stipulate that no employee shall submit to any repeated acts of psychological harassment which may affect the degradation of his/her working conditions by attacking his/her rights or dignity, altering his/her mental or physical health or compromising his/her professional future.

To this end, I ask that my employer, the English Montreal School Board, treats my request with great diligence and takes the necessary measures to end the harassment that I am presently the victim of.

As well, I request that you involve and inform my union (APPA) of the steps to be taken during the process of treating my complaint. Please advise me if you should require further information and it will be provided to you.

Respectfully yours,

(Signature & contact information)