



## COMPLAINT REPORT FORM

**Your name:**

*(optional – you may submit your complaint anonymously)*

**Supervisor:**

*(if applicable) (optional)*

**Department of Big Brothers Big Sisters of Winnipeg:**

*(if applicable) (optional)*

**Telephone:**

*(optional)*

**Email:**

*(optional)*

*Big Brothers Big Sisters of Winnipeg will treat all reports made under this policy as confidential to the fullest extent that is consistent with conducting a full and fair investigation. Even if you report under this policy and disclose your identity, Big Brothers Big Sisters of Winnipeg will exercise care to keep confidential your identity until a formal investigation is launched. At that point, your identity will be disclosed to other individuals only to the extent necessary to conduct a complete and fair investigation.*

**Describe Reportable Activity:**



**Date you became aware of Reportable Activity:**

**Reportable Activity is:**

*(Select one option from the drop-down menu)*

**Department suspected of Reportable Activity:**

**Individual(s) suspected of Reportable Activity:**

**How did you become aware of the Reportable Activity?**

**Describe any steps you took prior to completing this Report**

*(e.g., informed a representative of Big Brothers Big Sisters of Winnipeg)*

**Date you completed this form:**