

Instructions: Human Rights Complaint Form for Particular Types of Complaints (Section 10 of the Act)

Purpose of this form

The *Alberta Human Rights Act* (we call it the “Act” in the rest of this document) Section 10 does not allow:

- *Retaliating* against someone for being involved in a human rights complaint or attempting to make a human rights complaint. This means you can make a complaint if you believe someone is punishing you or you are receiving negative treatment because of your part in a complaint or issue.
- *Frivolous or vexatious* means a person brought a human rights complaint against you with malicious intent, intending to harm you.

If you want to file a human rights complaint because you believe someone retaliated against you or if someone made a complaint against you that has no basis, this form applies to you. For other situations, please visit albertahumanrights.ab.ca/forms to get the correct form.

Important information

- If you or someone you name in this complaint may be in danger, contact the police.
- There is no fee to file a human rights complaint.
- The Alberta Human Rights Commission (the Commission, we, us) may not accept forms that are missing essential information or are not signed.
- The Commission prefers to receive completed forms by email.

Filling in the complaint form

1. Complete all sections that apply to you to help us assess your complaint.
2. Read the Human Rights Complaint Guide (the **guide**) as you complete each section of this form.
3. If typing, complete this form using at least size 11 font.
4. If completing the form in writing, use pen. Do not use pencil. Make sure writing is readable.
5. Add extra pages if you need more space to answer questions, up to a limit of 20 single-sided pages. This page limit includes the pages of this form, but does not include the instructions pages or contact information page. If Section G applies to you, it has a limit of 10 additional pages.
6. Contact the Commission if you have questions about completing the form.
7. Print the form on one side only—leave back pages blank. This also applies to additional pages.
8. Sign and date the last page of this form. List the total number of pages you are sending on the last page of the form, so we know the form we receive is complete.
9. Send the form and any additional pages to the Commission by email. You can also fax or mail it to, or drop it off at, either of our offices during business hours.

Contact the Alberta Human Rights Commission

Website albertahumanrights.ab.ca

Email address ahrc.registrar@gov.ab.ca

Confidential inquiry line 780-427-7661

Fax 780-427-6013

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.

**Alberta Human Rights Commission
Southern Regional Office**
200 John J. Bowlen Building
620 - 7 Avenue SW
Calgary, Alberta T2P 0Y8

**Alberta Human Rights Commission
Northern Regional Office**
800 - 10405 Jasper Avenue NW
Edmonton, Alberta T5J 4R7

You can ask for this Form in an accessible format
if you do not read conventional print.

Contact Information

Protecting your personal information

The Commission collects your contact information so we can communicate with you during the complaint process.

The Complaint Form begins on the next page, after you complete this contact information section. The Commission sends the Complaint Form, not including the contact information, to the person or organization you believe may have discriminated against you, so they can respond to the complaint. We call this person or organization the “respondent.”

The respondent will know your name but we do *not* share your contact information with the respondent or outside of the Commission unless your complaint reaches a Human Rights Tribunal.

Your contact information

Put your contact information here if you are the person or organization making this complaint. You will be the “complainant” in the process.

| | | |
|--|---|-------------|
| First name | Last name | |
| Mailing address | | |
| Town or city | Province | Postal code |
| Please list all phone numbers we can use to contact you, starting with the best way to contact you during the day. Include area codes. | Email (by providing an email address, you understand all future documents and correspondence may be sent by email only) | |

You must let us know if your address and phone number change. **If you do not, we may close or dismiss your complaint.**

Having someone represent you

You may choose to have another person represent you and communicate directly with the Commission in the complaint process. This includes an authorized representative, lawyer, or litigation representative. For definitions of these roles, see page 2 of the **guide**.

You will need **an additional** form if someone other than a lawyer is representing you. Visit albertahumanrights.ab.ca/forms for the correct form.

Section 10 Human Rights Complaint

Inquiry # (fill in only if you have an existing number)

For office use only

Date received

Section A

Who is making this complaint?

We call you the “complainant.”

| | |
|------------|-----------|
| First name | Last name |
|------------|-----------|

Do you have someone representing you for this complaint?

This could be an authorized representative, lawyer, or litigation guardian.

This person must fill in an additional form. See page 2 of the **guide** for details.

| | |
|------------|-----------|
| First name | Last name |
|------------|-----------|

Section B

Who are you making this complaint about?

We call this the “respondent.” The respondent may be a person, group of people, or an organization. Their contact information is essential for the complaint process.

| | | |
|--|----------|-------------|
| Business, organization, association, or person’s name | | |
| Street or mailing address | | |
| Town or city | Province | Postal code |
| Telephone number (with area code) | | |
| If there is more than one respondent, mark this box Add names and contact information of additional respondents on an attached page | | |

Section C

When and where did the possible Section 10 discrimination happen?

The Commission can only accept complaints that are connected to Alberta and are received within a year of the last time you believe you were discriminated against.

To confirm that the Commission can accept your complaint, please tell us the date of the most recent event of possible discrimination and briefly describe the situation.

| |
|---|
| Date and brief description of most recent event |
|---|

Confirm the events you are making this complaint about happened in or are connected to Alberta. See page 3 of the guide for more details.

| |
|--|
| City, town, or place where the discrimination happened |
|--|

Section D

How does your issue fit within Section 10 of the Act?

The *Act* governs human rights law in Alberta. Section 10 of the *Act* does not allow *retaliation* or *frivolous or vexatious* complaints. Use this form **only** if you are making the complaint for one of these reasons. Making this kind of complaint is not common and requires meeting certain legal requirements. See page 5 of the **guide** or visit our website for more information about Section 10 complaints.

Please mark the reason that applies in your complaint:

You were involved in a human rights complaint or attempted to make a human rights complaint and believe you are being retaliated against because of that involvement. This means you believe someone is punishing you or you are receiving negative treatment because of your part in a complaint or issue.

You believe someone made a frivolous or vexatious complaint against you, made with malicious intent. This means a person brought a complaint against you intending to harm you.

You can also make a complaint if you believe you experienced discrimination based on other sections of the *Act*. For more information about the other protected areas and grounds, see page 3 and 4 of the **guide** or visit albertahumanrights.ab.ca/forms for a *different* form.

Section E

What happened?

Use this section to explain in more detail how someone discriminated against you related to the box you marked in Section D.

Part 1: Main points

Explain the main, high level points about your complaint here in Part 1.
Describe details and a timeline in Part 2 on the next page.

- Who was involved?
- What was said or done?

If you believe you are being retaliated against because of involvement in a complaint or issue:

- How were you retaliated against?
- Tell us the original complaint number if you have one and tell us why you think the retaliation is related.

If you believe someone made a frivolous or vexatious complaint against you:

- What is the date and complaint number of the complaint that is allegedly frivolous or vexatious?
- What reasons do you have for believing that complaint was frivolous or vexatious and intended to harm you?

Visit our website if you need help to understand these issues.

Add extra pages if you need more space, up to the 20-page limit explained in the instructions.

Part 2: What happened and who was involved

List dates and details of events in the order they happened. These events must relate to the box you checked off in Section D.

List supporting documents (if you have any) that confirm the facts or give a record of events. These might include:

- emails or texts
- minutes of meetings
- termination letters or a Record of Employment (ROE)

Add extra pages if you need more space, up to the 20-page limit explained in the instructions.

Do not send the documents, just list them here. If needed, you will have an opportunity to provide documents later in the complaint process.

| Date (dd/mm/yyyy) | What happened | List supporting documents (if any) |
|----------------------|---------------|---------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Section F

How do you think the issue could be reasonably resolved?

You and the respondent will be expected to consider reasonable settlement offers.

See page 6 of the **guide** for more information about remedy and resolutions.

Section G

Have you taken other actions related to this complaint?

Have you taken any other legal or formal action about this complaint (or about basically the same issues this complaint raises)? For example, have you filed a union complaint (called a grievance) or legal action in court?

If you have:

- Explain the other action you have taken.
- List documents from the other action taken, including documents that started the action, responded to it, or made a decision on it. You may attach a maximum of 10 pages about the other action. Do not count these pages as part of the 20-page limit for your complaint.

Section H

Your signature and checklist

To the best of my knowledge, the information in this complaint form is complete and accurate.

Complainant's signature

Date (dd/mm/yyyy)

Please check this box to represent your signature if you are submitting this form electronically.
You must also fill in the date above.

Final check

Confirm that you have:

filled in all sections of the form that apply to you, including your contact information

signed, dated, and numbered any pages you added

listed the total number of pages you are sending us here: _____

signed the form on the Complainant's signature line above or checked the electronic submission box

Remember, the Commission may not accept the form if it is missing essential information or is not signed.

| | |
|---|-----------------------|
| Our office use only | Date originally filed |
| Protected area(s) and section number(s) | Complaint # |
| Protected ground(s) | Human Rights Officer |