

The Tribunal is committed to ensuring that proceedings are respectful of the diverse parties who appear before it. This practice direction clarifies how parties and counsel can advise the Tribunal of their pronouns and form of address.

### **Communications with the Tribunal**

Parties may tell the Tribunal Office their pronoun or name, if either differs from the record, so that correspondence reflects to the correct information.

### **Introductions in a hearing**

Parties or representatives who are introducing themselves at the beginning of an in-person or electronic (virtual) proceeding should provide their:

- full name,
- title (e.g. “Mr./Ms./Mx./Counsel Last name”), and
- the correct pronoun to be used in the proceeding.

The party or representative should also provide the same information for their witnesses.

If a party or representative does not provide this information, the Clerk or Tribunal member may prompt them to provide this information.

## **Contact the Tribunal Office**

**Website** [albertahumanrights.ab.ca/tribunal](https://albertahumanrights.ab.ca/tribunal)

**Email address** [AHRCTribunal@gov.ab.ca](mailto:AHRCTribunal@gov.ab.ca)

**Phone** 780-638-4635

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.