

Internal Discipline Procedure – Complaint Form

Complaint lodged against an officer of a Council (SEPB-Québec or COPE Ontario) acting in this capacity, in accordance with Part IV of the 2024 Internal Discipline Procedure

VIOLATION OF THE COUNCIL CONSTITUTION

Name of the complainant:

Name of the bargaining unit of the complainant:

Name of the charged Council officer (the respondent):

Name of the Council of the respondent:

Indicate the articles of the Council's Constitution that have been violated:

For the following section, please note that the date(s) and details of the circumstances of each alleged offence shall relate to the violation(s) of the Council Constitution or how the accused engaged in any activity or course of conduct that is/was contrary or detrimental to the welfare or interests of the Council.

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Date and details of the circumstances of the first alleged infraction:

Date and details of the circumstances of the second alleged infraction:

Date and details of the circumstances of the third alleged infraction:

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If there are any additional alleged infractions, please provide the date(s) and details of their circumstances:

Any complaint should also include the following, when applicable:

- Supporting documentation specific to each alleged infraction
- Names and contact information of witnesses
- The remedy/resolution sought

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Contact information for EACH involved party, where possible:

Name:

Address:

Telephone number:

Email address:

Name:

Address:

Telephone number:

Email address:

*In accordance with the Internal Discipline Procedure, the complaint **must** be lodged with the President of the Council within ninety (90) days of the date of the alleged violation or of the date they became aware or should have become aware of the alleged violation.*

By signing this document, I hereby certify that I am a member or an officer of a Local Union or Council and that the information I have provided is true and correct to the best of my knowledge.

Name of complainant:

Signature of complainant:

Date: