# File a Code of Conduct Complaint

Please fill in this form to file a Code of Conduct complaint about a Provincial Executive member and email it to ethicscommissioner@heu-ec.ca. Ensure you include the following information. Note that the Ethics Commissioner Office treats all information provided as confidential and will only disclose information to the extent necessary to investigate and resolve a complaint or as required by law.

## Who is involved in the complaint?

|  |  |
| --- | --- |
|  | **Your Responses** |
| Your name |  |
| Your telephone number |  |
| Your email address |  |
| Please indicate if you are an HEU Member, a Provincial Executive member, or an HEU employee |  |
| If more than 1 respondent, copy and paste following rows for each respondent |
| The name of the Provincial Executive member you are complaining about (otherwise known as the respondent) |  |

## What are the details of your complaint against the Respondent?

1. What happened? (Describe in detail what took place, specifying the role of the respondent.)

**Your Response**:

1. How do you know about this conduct? (For example, it happened to you, you were there as a witness, or you were told about it by a colleague.)

**Your Response**:

1. When (date and time if you have it) did the conduct take place?

**Your Response**:

1. What part or parts of the Code of Conduct do you allege has or have been breached?

| Section | **Indicate with an X** |
| --- | --- |
| Standards and expectations of conduct |  |
| Conflict of interest |  |
| Confidential information |  |
| Communication by Provincial Executive members |  |
| Entertainment, gifts, favours, and other benefits |  |
| Use of HEU property |  |

1. Are you willing to participate in an informal resolution to settle the matter?

**Your Response**:

Please attach any supporting documents (for example, photos, copies of emails or text messages, etc.) to your email.

It is the responsibility of participants to respect the confidentiality of this matter. It is important that you not discuss these matters with other persons (other than management and/or a person who provides you with confidential support and advice, such as legal counsel, so long as you respect the privacy of those involved, and ensure the effectiveness of the process by respecting confidentiality).

If you have any questions about the complaint process, email ethicscommissioner@heu-ec.ca.