

**Theatre Alberta Society Policy  
HEALTHY AND RESPECTFUL WORKPLACE  
FREE OF DISCRIMINATION AND HARASSMENT**



**Incident Reporting**

This form can be used by anyone to report an incident or concern related to, or violation of, Theatre Alberta's Healthy and Respectful Workplace Free of Discrimination and Harassment Policy, adopted by the Board of Directors on May 11, 2019 and reviewed and updated on May 30, 2020.

This form should be completed and submitted to the [Theatre Alberta team member](#) directly responsible for the program or activity involved. When this is not possible or preferable, reports should be submitted to the [Executive Director](#). When this is not possible or preferable, reports should be submitted to the [President of the Board of Directors](#). If making a report verbally, a Theatre Alberta team member will record details using this form. Please see [Policy Items V Complaints Procedure](#) and [VI Confidentiality](#) for additional information.

**Theatre Alberta will accept anonymous reports.** Please note that we will be unable to follow up with the complainant directly and that our ability to investigate may be limited. To submit an anonymous report please use [this online form](#).

- 1) name and position of complainant:
  
- 2) complainant contact information (phone number and email address):
  
- 3) name and position of person involved in alleged harassing and/or discriminatory behaviour:
  
- 4) please describe in detail the specific incident(s) of harassment and/or discrimination alleged, including:
  - the location, date, and time of the incident (approximate if necessary)
  - details about the incident (including behaviours, actions, and/or language used)
  - the names and positions of the people involved, and any witnesses to the incident
  - any additional details

*If multiple incidents, describe each separately.*

*Use extra pages as necessary and attach any supporting documents such as emails or texts.*

signature of complainant:

date: