

Identification of the employee	
Full name	File number (if you already have it)
Telephone	Email

Confidentiality
The employee's version of events will be kept confidential and will not be sent to the employer or their representatives.

Important
If you think that you have had a work accident due to a psychological injury, you must contact the Occupational Health and Safety (OHS) sector of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).
Please be advised that any documents that you provide to the OHS sector in relation to a work accident claim may be sent to your employer or their representatives at their request.

The following sections present the information you must provide in your version of events as well as instructions on how to complete each section.

If the space provided in the sections to be filled out is insufficient, you can add information in a separate document and attach it to your complaint.

NOTE – It is highly recommended that you **fill out the form on a computer** so that your complaint will be processed faster. If you have no choice but to write your version of events by hand, follow the instructions and the order of the sections below and make sure everything is **clearly legible**.

Section 1 – Context

Give a brief description of:

- your history with the employer;
- the events that led to the harassment situation that you are reporting (e.g., a change of boss or the arrival of a new coworker);
- anything else that will contribute to a general understanding of the situation.

Describe the context below (maximum one page).

Section 2 – List of hostile or unwanted behaviour, comments and gestures

Provide a list of hostile or unwanted behaviour, comments and gestures toward you.

List the situations in chronological order (from the oldest to the most recent) as best you can.

For each incident, provide the following information.

- **Where and when?** (Indicate the place and date of the incident.)
- **Who did what? Who said what?** (Describe the incidents and identify the people involved. Report the exact words used in quotation marks. Describe the tone of voice and volume, facial expressions, body language, gestures, etc.)
- **Were there any witnesses?** (Provide the names of witnesses who saw and/or heard what happened.)
- **Is there any evidence?** (Are there any documents, such as emails, text messages, audio or video recordings, screen captures or photos, that support your version?)

You only need to write a few lines for each situation, as in the following two examples.

Incident 1

On October 12, 2017, after the team meeting, Ms. Desjardins came into my office. She threw my report on my desk, hit it hard with her fist and shouted at me: “Your work is complete garbage! You don’t deserve what you get paid!” Ms. Desjardins was so violently angry that I felt frightened. I started to cry. My coworker, Ms. Leblanc, walked past the door to my office just then. She saw and heard what happened.

Incident 2

On October 16, 2017, Ms. Desjardins sent an email to my personal email address at 6:34 in the morning. All she wrote was: “I’ll be talking to you when you get in ...” (See copy of the email attached.) My telephone pinged when her email came in and woke me up. When I read it, I got panicky. I didn’t even know what she wanted to talk about. I couldn’t eat anything that morning and I threw up from nerves before I left for work at 7:30.

Describe the incidents where you were targeted (describe as many incidents as you think necessary).

Incident 1

Incident 2

Incident 3

Incident 4

Incident 5

Incident 6

Incident 7

Incident 8

Incident 9

Incident 10

Incident 11

Section 3 – Description of the physical and psychological impact

Give a brief description of the physical and/or psychological impact the situation had on you afterwards below (maximum one page).

Section 4 – Situation at work

1. Did you report the harassment to the employer or to someone else in the company?

Yes, to the employer

Yes, to someone else The person's full name : _____

No

2. Does the employer have a company policy on psychological or sexual harassment?

Yes No I don't know

3. Are you or were you on medical leave as a result of the situation that you are reporting?

Yes No

If "Yes", did you file:

a work accident claim with the OHS sector?

an employment insurance sickness benefits claim?

a disability insurance claim?

Full name

Date of the version of events

Y	Y	Y	Y	M	M	D	D
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