

**CUPE Local 4731 – Internal Complaint Form**  
**(For Behaviour Concerns Related to Union Activities)**  
**CONFIDENTIAL**

**Date Submitted:** \_\_\_\_\_

**Your Full Name:** \_\_\_\_\_

**Your Contact Information (email or phone):** \_\_\_\_\_

**Are you a member of CUPE Local 4731?**

☐ Yes      ☐ No

**Who is the complaint about?**

Name (if known): \_\_\_\_\_

Position/Role (if known): \_\_\_\_\_

**Where did the incident(s) take place?**

☐ Union meeting      ☐ Union event      ☐ Executive communication

☐ Other: \_\_\_\_\_

**Date(s) and time(s) of incident(s):**

\_\_\_\_\_

**Please describe what happened:**

(Be as detailed and factual as possible. Include what was said or done, how it affected you or others, and any actions you took.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#201, 4216 10 Street NE Calgary, AB T2E 6K3

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**Were there any witnesses?**

☐ Yes      ☐ No

If yes, please list names (if known):

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**Have you raised this issue directly with the person involved?**

☐ Yes      ☐ No

If yes, what was the outcome?

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**What would you like to see happen as a result of this complaint?**

- ☐ Apology  
☐ Mediation  
☐ No further contact  
☐ Further investigation  
☐ Other (please describe): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_