

Form 1.1 - Individual Complaint

Instructions and Information

How to use this form

- Use this form to file a discrimination complaint in BC for yourself or another person.
- This form has 11 steps.
 - Answer the questions on the form or use extra pages.
 - o You can add up to **5 pages** to Step 3 if the form does not have enough space.
- Print clearly. Use a black or blue pen.
- Do not attach evidence about your complaint, unless it is about an employment ad or publication. The Tribunal will tell you when you need to submit evidence to support your complaint.
- Keep a copy of your complaint form and all of your documents.
- If you are filing the complaint for another person, you must also file a Form 1.2 Authorization (unless you are their lawyer or legal advocate). Get the Form 1.2 on the Tribunal website.

1-year time limit to make complaint

- Submit this form within 1 year of the discrimination, if possible.
- If you file late, you can ask the Tribunal to accept your complaint when you fill out this form.

How to send your complaint to the BC Human Rights Tribunal

- Email: BCHumanRightsTribunal@gov.bc.ca
- Fax: (604) 775-2020
- Mail or in person to: 1270 605 Robson Street, Vancouver, BC V6B 5J3

How to contact us if you have questions

• Email: BCHumanRightsTribunal@gov.bc.ca

• Phone: (604) 775-2000

Toll Free: 1-888-440-8844

• TTY: (604) 775-2021

Do you need help?

- We recommend you get legal advice about your complaint before submitting it, if possible.
- See Who Can Help? on the Tribunal website.

What will the Tribunal do with this form?

The Tribunal will read the form to see if you set out possible discrimination under the Human Rights Code. The Tribunal may ask you for more information. If you set out possible discrimination, the Tribunal will give a copy of your complaint form to the Respondents so they can respond to the complaint.

There is more information at the end of this form about:

- Meeting your needs in the process so you can take part. (The legal term is "accommodation.")
- Privacy and who may see the information on this form,
- What happens next, and
- Protection from retaliation for making a complaint.

Step 1 – Parties



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1270 - 605 Robson Stre Vancouver, BC V6B 5J3		
Phone: (604) 775-2000 Toll Free: 1-888-440-88 Email: BCHumanRights Website: bchrt.bc.ca	344 TTY: (604) 775-202	
-	/ information	
Part A Com	plainant contact in	nformation
<u>-</u>	ed discrimination [Co s experienced discrimination]	emplainant]? ation, use a Form 1.3 instead.
Legal name – First nam	ie:	Legal name – Last name:
Preferred name: (exam	nple: traditional name, n	ickname, alias)
Use my preferred name	e:	
When talking to me		
When writing to me	e	
In decisions in addit	tion to my legal name	
Title: Mr. Ms. Ms. Mx.		Pronoun:
Mr. Ms. Mx. Not listed above:		she/ he/ they/ Not listed above:
		ounal about this complaint?
Check only one:		
☐ The Complainant		
A lawyer		
A legal advocate (e	xample: a person who v	vorks for a law clinic)
Another person – r	must file a Form 1.2 with	n this complaint

Step 1 – Parties

Complainant contact information continued			
Name of person who will communicate with the Tribunal, if different from the Complainant			
First name:		Last name:	
Preferred name: (example: tra	ditional name, r	nickname, alias)	
Organization name, if applicab	le: (example: lav	w firm)	
Title: Mr. Ms. Ms.		Pronoun: she/ he	/ 🗌 they/
Not listed above:		Not listed a	bove:
3. Complainant's address	for delivery		
You must provide:			
 a) an address where all parties can send you documents. Give the address of the person who will communicate with the Tribunal, 			
b) an email address, if possible. The Tribunal and parties usually communicate by email.			
If you have contact information that you want to keep confidential, do not put it on this form. Provide it by email, mail, fax, or in person.			
You must notify the Tribunal of any change to the address for delivery. A document sent to an address below is considered received by the complainant.			
Email:			
Mailing address:			
City:			
Province:		Postal code:	
Telephone:	Fax:		Cell:

Step 1, Part B Respondent contact information

Information about Respondents:

The Respondent is the organization or person you say discriminated against you.

Usually, there is only **one** Respondent.

Usually, the only Respondent is an **organization** such as:

- A company or business that employed you, in a complaint about employment.
- A landlord, in a complaint about a tenancy.
- A government body or business, in a complaint about services.
- A union, in a complaint about union membership.

Organizations are usually responsible for their employees' conduct.

Only name another respondent if they are responsible for the same discrimination that this complaint is about.

Only name a person as a respondent if:

- the person discriminated against you, and
- you have a reason to seek a remedy against them. For example:
 - no one else is responsible for the discrimination,
 - o no one else can provide the remedy, or
 - o the person's conduct deserves a remedy

Give the correct legal name. Read about <u>how to find the correct legal name</u> under <u>Naming a</u> Respondent at bchrt.bc.ca.

Information about Respondent's address

Email is fastest. If possible, give an email address where we can send your complaint. Choose someone that you think has authority to respond to your complaint. For example, the owner, executive director, or someone in the human resources or legal department.

Step 1 – Parties

Step 1, Part B	espondent contact informa	tion	
Check here to confirm you	Check here to confirm you want to name an organization as Respondent #1.		
Yes, I want to name th	e organization that discriminated agai	nst me.	
employment contract.]:	If naming an employer, give the name	and address from a paystub, 14, or	
Relationship to you: (exar	nple: your employer, landlord, service	provider)	
Email is fastest. If possible, give an email address where we can send your complaint. Choose someone that you think has authority to respond to your complaint. For example, the owner, executive director, or someone in the human resources or legal department.			
Email:			
Mailing address:			
City:	Province:	Postal code:	
Telephone:	Fax:	Cell:	
Name of Respondent #2 (if applicable):		
Name of Respondent #2 (п аррпсавіе).		
Relationship to you: (example: your manager, building caretaker, government employee)			
Email:			
Mailing address:			
City:	Province:	Postal code:	
Telephone:	Fax:	Cell:	

Step 2 – Area and Grounds of Discrimination

Step 2, Part A Area of discrimination		
Information: The Human Rights Code protects people in the following "areas".		
Check any area that applies to your complaint:	Information about the areas:	
EmploymentIf your complaint is about employment, check if it is about:A job	Employment means work for an employer who controls the work and pay. It can include work as a volunteer, intern, or "independent contractor".	
☐ A job ad ☐ Lower rate of pay based on sex for similar work	 Applies when you: Apply for a job Are working as an employee Get fired 	
Services	Applies when you want a service. For example, you go out to eat or shop. You go to school. You apply for a government benefit. You own a strata unit.	
☐ Tenancy	Applies to renting a space, including most co-op housing. Applies when you: Try to rent a space Are renting a space Get evicted	
Purchase of property	Applies when you want to buy a house, condo, other unit, or land.	
☐ Publication	Covers flyers, articles, notices, signs, and symbols. Applies when someone aims to discriminate. Example: A "whites only" sign Applies to a publication that is likely to expose a person or group to hatred. Example: An article that says a protected group is disgusting and immoral	
☐ Membership in a union, employer's organization, or occupational association	 Applies when: You want to join a union or get licensed to work by a regulator You get suspended or expelled You are a member 	

Step 2 – Area and Grounds of Discrimination

Step 2, Part B Grounds of	discrimination		
Information: The Human Rights Code protects you based on the characteristics or "grounds" below. The Code protects you if you have the characteristic. The Code also protects you if you don't have the characteristic, but someone thinks you do. Discrimination is conduct that harms you based on one or more characteristics.			
Example of multiple "grounds": A servion the grounds Indigenous identity and sex	ce provider treats a First Nations woman badly. She selects		
Check only the grounds that apply to this complaint. Give details for each ground you check. Examples: Disability – I have a learning disability. Disability – Respondent thinks I have a heart condition. Age – I am 67. Indigenous identity – I am Métis.			
Indigenous identity, details:	You are First Nations, Inuit, or Métis.		
Race, details:	Example: South Asian or Black.		
Colour, details:	Skin colour. Example: Black, "dark-skinned", "light-skinned".		
Ancestry, details:	Where your ancestors come from. Example: Your father is Korean.		
Place of origin, details:	- Where you come from. Example: Born in China.		
Physical disability	Conditions that affect or are seen as affecting your abilities.		
Mental disability	Examples: Addiction, amputation, asthma, bipolar		
(you can select both) details:	disorder, cancer, depression, dementia, epilepsy, obesity, learning disorders, developmental disabilities, impairments to hearing, speech, vision, or mobility.		
Sex, details:	Includes being male, female, intersex, Two Spirit, or transgender.		
	Includes pregnancy, breast-feeding, and sexual harassment.		
Gender identity or expression, detail	Gender identity is a person's sense of their gender, including man, woman, transgender, or non-binary.		
	Gender expression is how a person presents their gender. It includes how a person acts and appears.		
	Gender identity or expression can include a person's name or pronoun such as he, she, or they.		

Step 2 – Area and Grounds of Discrimination

Sexual orientation, details:	Includes being heterosexual, gay, lesbian, bisexual, pansexual, or queer.
Age (19 or over), details:	Does not apply: To purchase of property If legislation allows an age distinction
Family status:	Includes: Family size Family type (example: single parent family) Family care responsibilities Who is in your family (example: someone fires you because of who your father is)
Marital status:	 Does not apply to purchase of property. Includes: Married, single, widowed, divorced, commonlaw Who your spouse is (example: someone fires you because they fired your spouse)
Religion:	Includes: Practicing a faith Religious beliefs Not having certain religious beliefs or any religious beliefs at all
Political belief:	Applies only to employment and membership in a union, employer's organization, or occupational association. Includes: • Supporting a political party • Advocating for change to laws • Beliefs about how to govern a nation
Criminal conviction:	Applies only to employment and membership in a union, employer's organization, or occupational association. Includes: Charged with a crime Convicted of an offence
Lawful source of income:	Applies only to tenancy. Example: A landlord won't rent to you because you receive government benefits.

Step 3 - Details of Discrimination

Step 3 Details of the discrimination

To show possible discrimination under the Human Rights Code, you must show:

- The Respondent harmed you in the "area" you selected, such as employment. The legal term is "adverse effect" regarding the area.
- The harm is based on the "ground(s)" you selected. The legal term is that the grounds "are a factor in" or are "connected to" the harm.

	factor in or are connected to the name.		
An	Answer these questions. Then give details for each Respondent.		
1.	Describe the harm you experienced in a few words. Examples: My landlord evicted me based on my race. My co-worker said things that made work very uncomfortable for me.		
	Give a short answer. Use the space on the form. Your short answer helps us understand the details you give below.		
2.	Explain how the harm relates to the grounds you checked in Step 2, Part B above. Examples:		
	The words my co-worker used are slurs about Black men.		
	• Security only followed me around the store, not the other people who were not First Nations.		
	The Respondent fired me one week after they learned I was pregnant.		
	• A white male colleague got the promotion. I am at least as qualified. I am an Asian woman.		
	• My employer said I have to work Saturdays. My religion does not allow me to work Saturdays.		
	• My employer disciplined me for shouting at someone. My disability caused me to shout.		
	• This organization refused to provide an interpreter which I need because I am Deaf.		
Со	nsider getting help if you are not sure. See Who Can Help? on the Tribunal website.		

Step 3 – Details of Discrimination

If you need more space, use extra sheets (maximum 5 pages total	for Step 3). Mark them "Step 3".
Respondent #1:	
Describe what this Respondent did that harmed you.	
Be specific.	
Example: If someone harassed you, write out the words the	ey used.
 Conduct can be what someone did or didn't do. The legal to 	erm is "acts or omissions".
If you don't know the exact date, give an approximate date	e. Examples: 2020 02 23 or 2020 02
Conduct:	Dates: YYYY MM DD

Step 3 – Details of Discrimination

Respondent #2:	
Describe what this Respondent did that harmed you.	
Be specific.	
Example: If someone harassed you, write out the words they use	ed.
 Conduct can be what someone did or didn't do. The legal term is 	"acts or omissions".
 If you don't know the exact date, give an approximate date. Exar 	mples: 2020 02 23 or 2020 02
Conduct:	Dates: YYYY MM DD
If you need more space, use extra sheets (maximum 5 pages total for Sto	 en 3). Mark them "Sten 3
Respondent #2".	

Step 4 – Time Limit

Step 4, Part A Is the complaint filed in time?
There is a 1-year time limit for filing a complaint. Answer these questions:
1. What is the date of the most recent conduct that you listed as discrimination?
Respondent #1: Respondent #2:
(yyyy mm dd) (yyyy mm dd)
2. Did the most recent conduct happen in the last year?
Respondent #1 yes no Respondent #2 yes no
3. Did all of the conduct happen in the last year?
ges – go to Step 5. You filed your complaint in time.
no – continue in Step 4.
4. Is all of the conduct related or similar?
Information: You must file a complaint within one year of the last conduct if the conduct is
similar or related. The legal term is "continuing contravention".
yes – answer questions 5 and 6.
no – skip questions 5 and 6. Go to Step 4, Part B.
5. Explain how the conduct is similar or related (a "continuing contravention").
Examples:
Each event is about a co-worker using racial slurs. Fach and is about a co-worker using racial slurs.
Each event is about an employer not accommodating a disability.
6. Explain any gaps in time.
Information: Gaps in time might mean there is no "continuing contravention". The Tribunal will consider reasons for gaps.
Examples:
·
 "My employer denied me three promotions. The job postings were three months apart." "My manager used racial slurs. He was on leave for four months."
, manager accompanies and consider the manager and an accompanies and accompanies accompanies and accompanies and accompanies and accompanies and accompanies and accompanies
If you need more space, use extra sheets (maximum 5 pages for Step 4). Mark them "Step 4".

Step 4, Part B Ask Tribunal to accept late complaint

Information:

- Complete this step if **any** conduct happened more than 1 year ago.
- There must be a good reason to accept the late complaint. The legal term is that it must be in the "public interest".
- There must be no real harm to anyone because of the delay in filing. The legal term is no "substantial prejudice".

1. Reasons to accept complaint

Information: Reasons include:

- Why you filed late, and how late you filed,
- Why accepting the complaint would benefit the public.

A. Why did you file late?

Examples the Tribunal will consider:

- The Complainant has a disability that prevented them from filing on time.
- The Complainant faced trauma or a family or housing crisis that made it hard to file the complaint at the time of the events.
- The Complainant recently found evidence of discrimination.
- The delay is very short and there is some reason for filing late.

Attach any documents that support your reasons for filing your complaint late. Examples	; :
doctor's note, or letter from a counsellor.	

B. How will accepting your complaint benefit the public?

Examples: A complaint is about a situation that the Tribunal has not addressed often. A complaint seeks a remedy that would help many people.

2. Why would the delay in filing not harm anyone else?

Information: The delay means the time after the 1-year time limit.

- "The complaint is two months late. Documents and witnesses should still be available."
- "The complaint is six months late. I know of no harm to the Respondents."

If you need more space, use extra sheets (maximum 5 pages total for Step 4). Mark them "Step 4".

Steps 5-6

Step 5 Other proceedings
Information: The Tribunal can defer your complaint (put it on hold) until another proceeding is
finished.
Instructions: Answer these questions.
1. Do you have another proceeding about the same events?
yes – answer question 2
no – go to Step 6.
2. What kind of proceeding is it?
Examples: union grievance, court case, WorkSafeBC claim.
3. What stage is that proceeding at?
Examples: Has there been a hearing? When do you expect a decision?
4. Do you want the Tribunal to wait to deal with your complaint?
yes – answer question 5
no – go to Step 6
5. Explain why you want the Tribunal to wait to deal with your complaint.
Step 6 Remedies
Check the kinds of remedies you want and that are available under s. 37 of the Human Rights Code:
Order to stop the discrimination
Declaration that the conduct is discrimination
Steps or programs to address the discrimination (examples: training, policy)
Compensation for injury to dignity, feelings, and self-respect
Compensation for lost wages or other expenses such as moving expenses, photocopying, costs of attending the hearing (keep receipts)
Something specific (examples: job back, ramp):

Step 7 Mediation

Information:

- At a "mediation", a trained mediator works with you and the Respondent to find a solution to your complaint. Settlement is voluntary. If you can't agree, the process continues.
- If you settle your complaint, the process is usually much faster. If you don't settle, there are steps you must take before a hearing where you can prove your complaint. See Steps in the Process on the Tribunal website.
- Mediation is free.
- What you and the Respondent say in mediation is confidential.
- A mediator does not act for either party.
- You can bring your representative or a support person.
- You don't have to be in the same room as a Respondent to participate in mediation. The mediator can speak to you and the Respondent separately.
- For more information see <u>Settle a Complaint</u> on the Tribunal website.

The Tribunal will ask the Respondent if they want to attend a mediation. If you both agree, the Tribunal will contact you to schedule a date for the mediation.

Do you want to attend a mediation? yes no				
Step 8	Indigenous Peoples			
Indigenous	Peoples are First Nations, Métis, or Inuit.			
• Expl	Navigators at the Tribunal can: ain the process and options uss incorporating Indigenous protocols and ways of resolving disputes.			
Check here	if you are Indigenous and want an Indigenous Navigator to contact you.			
☐ I confirm	n I am First Nations, Métis or Inuit. I want an Indigenous Navigator to contact me about the			

process.

Steps 9-10

Step 9 Extra pages				
More space for answers to questions in form				
You may add up to 5 pages for Step 3 – Details and up to 5 pages for Step 4 – Time Limit.				
Check here if you are attaching extra pages.				
Number each page you attach, write the step you are responding to, and name the Respondent that it is about.				
How many extra pages are you attaching:				
Evidence				
Do not file evidence now unless an exception applies. There are 2 exceptions:				
1. You can file evidence to show why you filed your complaint late. For example, a doctor's note.				
2. If your complaint is about a job ad or publication, you can attach the ad or publication.				
Check here if you are attaching evidence. One of these exceptions must apply.				
How many pages of evidence are you attaching:				
Keep your documents. The Tribunal will tell you when you need to submit evidence to support your complaint.				
Step 10 Confirm information is true and accurate				
Keep a copy of your complaint form.				
Check the following box:				
☐ The information I gave is true and accurate to the best of my knowledge and belief.				

Step 11 Demographic information				
The Tribunal wants to ensure that a know how the process works for di the Office of the Human Rights Cor Respondents. We share only statist This section is voluntary . You can contain the process works for displaying the process w	fferent groups. Your information is nmissioner on a confidential basis. ics or "aggregated data" with the page of	s confidential . We share it with We do not give it to the public.		
1. Indigenous Identity First Nations Métis Inuit Indigenous Other:	4. Disability requiring accommodation Pain-related Flexibility Mobility Dexterity Seeing Hearing Deafblind Mental health-related Cognitive Memory Learning Developmental Unknown Other:	7. Immigration Status		
	LGBQ Heterosexual Other:			

More Information

Accommodation

The Tribunal wants to make sure its process is safe and accessible for everyone.

You may need us to address your needs so you can take part. (The legal term is "accommodation".)

If you need an accommodation, send us a page called "Accommodation Request".

Examples:

- "I am Deaf. I need an interpreter."
- "I am Indigenous. I want to smudge at the hearing."

Privacy Notice

The Tribunal collects personal information to process human rights complaints. The Tribunal may survey parties to improve its services.

The demographic information you give at the end of this form is confidential.

The Tribunal will give a copy of the rest of the form to the other parties.

The Tribunal must provide copies of complaints and responses to the Office of the Human Rights Commissioner. The Tribunal may provide the Commissioner with other records in a complaint file.

The Tribunal may disclose personal information to the public as follows:

- The Tribunal publishes most decisions on its website.
- The Tribunal publishes a hearing schedule.
- Before a hearing, the public can see parts of the file. This does not include contact information.
 - It does include:
 - The complaint,
 - The response to the complaint.
- Hearings are open to the public.
- The Freedom of Information and Protection of Privacy Act applies to the Tribunal. Someone can apply to see information in the complaint file.

You can ask the Tribunal to limit the information it makes public. You can also ask the Tribunal to order a publication ban. Use a Form 7.1 General Application to apply. For more information, see ApplytoLimit Publication of Personal Information on the Tribunal website.

Other laws may restrict a party from going public with information in this complaint.

For more information, see the Complaint Process Privacy Policy.

More Information

What happens next?

The Tribunal will review your complaint. Next, it will tell you one of the following:

- The complaint form is complete and the complaint will proceed to the next step. The Tribunal will send a copy to the Respondent(s).
- The complaint form is incomplete and the Tribunal will ask you for more information by a certain date.
- The complaint is on hold until the end of another proceeding.
- The complaint cannot be accepted for filing because:
 - o The complaint is not covered by the BC Human Rights Code,
 - The complaint does not set out facts that could be discrimination under the BC Human Rights Code, or
 - o The complaint was filed late and the Tribunal has decided not to accept it.

Protection from retaliation

The Human Rights Code forbids retaliation:

- Against someone who makes a complaint to the Tribunal or who might make a complaint, or
- Against someone who might get involved in a complaint. This includes parties, witnesses, or anyone who might help with a complaint.

Retaliation is conduct that punishes someone for their involvement in a complaint. It includes:

- Evicting
- Firing or suspending
- Expelling or kicking out
- Intimidating
- Penalizing
- Other similar kinds of harm

For more information see Protection from Retaliation on the Tribunal website.

If you or someone else has been retaliated against, complete a Form 1.4 – Retaliation Complaint available in the Forms section on our website.