

Appendix B: Theatre Passe Muraille Policy on Discrimination, Harassment and Violence - Complaint Intake Form

Date:	
Complainant:	
Respondent(s):	

Date of Incident	Allegation	Incident Summary	Witnesses	E-mail or Other Evidence?
As specific as you can be, whether it's the exact date and time or if it's just a month and year	What you're alleging occurred	A description of the facts of what happened (Who, What, Where, When, Why)	Who saw or heard the allegation	Any evidence you have that supports your allegation