

## How to make a Complaint

There are three circumstances under which an investigation will happen:

1. An incident of violence or harassment occurs that is so obvious to other workers that an automatic investigation is launched.
2. A complainant/victim initiates an incident report.
3. A witness initiates an incident report.

To initiate a complaint, contact:

Rev. Jody Maltby, Executive Secretary  
Toronto Conference, The United Church of Canada  
65 Mayall Avenue  
Downsview, ON M3L 1E7  
e-mail [jmaltby@united-church.ca](mailto:jmaltby@united-church.ca).

Potential complainants will be provided with documents that must be filled out before the complaint can proceed. The documents are found at:

<http://www.torontoconference.ca/resources/206-violence-and-harassment-legislation>

Updated August 1, 2017