

## Reporting Form – Code of Conduct Concern

This form allows you to report concerns related to the [Federation for the Humanities and Social Sciences' Code of Conduct](#). This Code affirms our collective commitment to creating environments that are safe, equitable, inclusive, and free from discrimination, harassment, and violence.

Reports are reviewed by the Ombudsperson, who serves as an informal resource. The Ombudsperson keeps reports confidential to the fullest extent possible. However, confidentiality may be limited in cases of imminent risk or legal obligation.

**To submit: Send this form as an attachment to [ombuds@federationhss.ca](mailto:ombuds@federationhss.ca).** You may include any relevant supporting documents. If you require this form in an alternate format or need assistance completing it, contact [ombuds@federationhss.ca](mailto:ombuds@federationhss.ca)

### Note:

- If your personal safety is at risk or you are in immediate danger, contact your local emergency services or dial 911.
- The Ombudsperson will be available during Congress (May 30 to June 6). Outside these dates, contact the Federation at [contact@federationhss.ca](mailto:contact@federationhss.ca)
- The Ombudsperson email is not monitored 24/7. You can typically expect a response within 1–2 business days.

### Section 1: Contact Information

☐ I prefer to remain anonymous.

Name:

Gender Pronoun(s):

Email:

Phone:

Association (if applicable):

## **Section 2: Description of the Issue**

**Please describe the concern you are reporting.**

Include what happened, who was involved, when/where it occurred, and any steps already taken. You may use bullet points or narrative – whatever feels easiest.

**Were there witnesses?** ☐ Yes ☐ No ☐ Not sure

If yes, please list (if known and comfortable sharing):

**Has this been reported or discussed elsewhere?** ☐ Yes ☐ No

If yes, please explain where it was reported and who you spoke with (e.g., HR, event organizer, security):

### **Section 3: Response**

This helps us better understand how to support you.

- ☐ Not sure yet – I'd like to talk through options
- ☐ I'm looking for a referral for support or information
- ☐ I'd like informal resolution
- ☐ I'd like to explore a formal investigation
- ☐ Other (please describe):

### **Section 4: Consent and Confidentiality**

- ☐ I understand that submitting this form does not automatically start a formal investigation. The Ombudsperson will follow up with me using the contact information provided.
- ☐ I am submitting this anonymously and understand this may limit follow-up. However, all reports are reviewed and taken seriously.
- ☐ I understand that, if a resolution process is initiated, I am asked to keep the matter confidential to support a fair and respectful process. I may still seek personal support from trusted individuals or services.