



Diocesan Synod of Fredericton

Misconduct Complaint Form

The Misconduct Complaint Form is for recording a formal complaint of misconduct against a cleric, lay employee, or volunteer in the Diocese of Fredericton. The person filling out a complaint is the complainant. The person being complained about is the respondent. Include as much information as possible. A fillable complaint form is available on the Synod website [here](#). In most cases you have six months after the event occurred to submit a complaint but complaints should be made as soon as you can.

Definitions

Misconduct is a broad term that includes physical or sexual assault; bullying; harassment; economic, emotional, physical, or sexual misconduct; and any discriminatory practices. Definitions are provided in the Misconduct Policy and are summarized below:

Physical or sexual assault means an assault on a person that violates their physical or sexual integrity, respectively.

Bullying involves repeated incidents of negative behaviours by one person towards another person or persons that causes physical, sexual, economic, social, emotional, or psychological harm.

Harassment means unwelcome comments, unacceptable behaviour, or other conduct which is known or ought reasonably to be known to be offensive, demeaning, humiliating, derogatory or otherwise disrespectful of another person. It may be sexual or non-sexual in nature.

Economic misconduct is where one person takes control of or materially affects another person's economic resources without prior consent. It is a breach of a position of trust.

Emotional misconduct occurs when one person behaves unacceptably in a manner that diminishes another person's identity, personal dignity, or self-worth.

Physical misconduct means unacceptable behaviour by one person, including physical assault, that affects the bodily integrity and/or security of another person, other than sexual misconduct.

Sexual misconduct means any act of sexual harassment, sexual assault, sexual exploitation, sexual abuse, or any other sexual activity or conduct in which someone takes advantage of the vulnerability of a person under her or his pastoral care, guidance, or leadership.

Discriminatory practice may be based on race, colour, national origin, ancestry, place of origin, creed or religion, age, physical or mental disability, family status, sex, sexual orientation, gender identity or expression, social condition, and political belief or activity.



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Use a pen, not a pencil. Be sure to complete Sections A through I, inclusive of the form. Fill it with the information you have available. **Contact the Diocesan Safe Church Officer or the leader of the event, activity, or program if you need any assistance to complete the form.** Submit the completed form to the Diocesan Safe Church Officer. Please sign and date each page of the form, and each additional page that you may attach.

Timeline to Submit Your Complaint:

In most cases the Diocesan Safe Church Officer must receive your complaint within six months after the alleged misconduct event took place.

SECTION A – Your personal information.

A1: Name (please print):			
Street or mailing address:			
Town/city and province	Postal code	Email address	Telephone number (include area code)

A2: _____
Birthdate (yyyy/mm/dd)

Your signature

Date:
(yyyy/mm/dd)

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SECTION B – Who are you complaining about (the respondent)?

B1: Name of person (<i>please print</i>):			
Street or mailing address:			
Town/city and province	Postal code	Email address	Telephone number (<i>include area code</i>)

Are you complaining about anyone else? (Additional respondents)

B2: Name of person (<i>please print</i>):			
Street or mailing address:			
Town/city and province	Postal code	Email address	Telephone number (<i>include area code</i>)

B3: Name of person (<i>please print</i>):			
Street or mailing address:			
Town/city and province	Postal code	Email address	Telephone number (<i>include area code</i>)

Your signature

Date:

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SECTION C – Identify the leader(s) and the church activity, event, or program where the alleged misconduct took place. Fill in as much information as you are able. Please print.

<p>C1: Name of Leader (1):</p> <p>Telephone number (<i>include area code</i>):</p> <p>Email address:</p>
<p>Name of Co-Leader (2):</p> <p>Telephone number (<i>include area code</i>):</p> <p>Email address:</p>
<p>Name of Co-Leader (3):</p> <p>Telephone number (<i>include area code</i>):</p> <p>Email address:</p>
<p>Name of the church event, activity, or program where the alleged misconduct took place:</p>
<p>Location where the alleged misconduct took place</p> <p>Street Address:</p> <p>Town/city and province: Postal code:</p> <p>Telephone number (<i>include area code</i>):</p>

Your signature

Date:

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SECTION I – Complainant’s Declarations and Understandings.

Read the following four statements. Sign and date after each statement. If the complainant is a child or youth, then the parent or guardian shall sign below each statement as well.

I1: I am making a complaint under the Safe Church Regulation – Misconduct Policy. I declare the information I have provided on this form to be true and accurate to the best of my knowledge and belief.

_____	_____
<i>Your signature</i>	<i>Date (yyyy/mm/dd)</i>
_____	_____
<i>Parent or guardian’s signature for a child</i>	<i>Date (yyyy/mm/dd)</i>

I2: I understand that if my complaint is accepted by the Diocesan Safe Church Officer, then a copy of the accepted complaint will be sent to the respondent(s):

_____	_____
<i>Your signature</i>	<i>Date (yyyy/mm/dd)</i>
_____	_____
<i>Parent or guardian’s signature for a child</i>	<i>Date (yyyy/mm/dd)</i>

I3: I understand that the investigator will ask the Diocesan Synod, the Corporation of the Cathedral of Christ Church, the Parish Corporation, or the Diocesan Camp, as applicable, to provide relevant medical information and other important records or documents and that the investigator will share relevant information with the respondent(s):

_____	_____
<i>Your signature</i>	<i>Date (yyyy/mm/dd)</i>
_____	_____
<i>Parent or guardian’s signature for a child</i>	<i>Date (yyyy/mm/dd)</i>

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14: I have signed, dated, and numbered each page, including each additional page attached, of this complaint form:

Your signature

Date (yyyy/mm/dd)

Parent or guardian's signature for a child

Date (yyyy/mm/dd)

Remember to provide the Diocesan Safe Church Officer with any changes to your contact information.

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