

## RESPONDENT'S RESPONSE FORM

The purpose of this form is to assist you in providing relevant information to the Alberta Human Rights Commission. The complaint specifies the section(s) of the *Alberta Human Rights Act* and a summary of the information on which the complaint is based. Your initial response to the issues identified in the complaint will assist the Commission staff to resolve this complaint as quickly as possible. If you have any questions about the complaint, please contact the Commission for assistance.

I. a) Full Legal Name.

\_\_\_\_\_

b) Indicate whether a corporation, partnership, or sole proprietorship.

\_\_\_\_\_

c) Name and title of chief executive and/or owners.

\_\_\_\_\_

d) Name, business address, and telephone number of company official or agent, with whom we should deal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. a) If you believe the enclosed complaint is not justified, please provide a detailed response to the allegations set out therein. The information provided should be specific with respect to dates, times, places and persons involved.

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\_\_\_\_\_  
\_\_\_\_\_

b) Are any items in the complaint incorrect or incomplete?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Provide copies of any documentation which may be relevant to the issues of this case. List documents enclosed, with comments if applicable.

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\_\_\_\_\_

IV. Can you suggest how, in your opinion, this matter might reasonably be resolved.

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\_\_\_\_\_

If more space is required to complete any of the above questions, please use the attached sheet, or attach additional sheets if necessary.

