

Instructions: Human Rights Response Form

On the next page is the Human Rights Response Form. Please use it to respond to the human rights complaint you received from the Alberta Human Rights Commission (the Commission, we, us).

Please respond carefully and thoroughly. This helps everyone involved and will make it easier to process the complaint. There is more information about the complaint in the notification letter and copy of the Complaint Form that we sent with this form.

Note: The Commission must receive your response within 30 days from the date you receive this form and the notification letter. The Commission prefers to receive completed forms by email.

Filling in the response form

1. If typing, complete this form using at least size 11 font.
2. If completing the form in writing, use pen. Do not use pencil. Make sure writing is readable.
3. Add extra pages if you need more space to answer questions, up to a limit of 20 single-sided pages. This page limit includes the pages of this form, except the instructions pages, contact pages, and content in Section C.
4. You do not need to respond to the allegations in the complaint at this time if:
 - the complainant and you signed a release that covers the complaint allegations
 - the complaint falls within federal jurisdiction onlyIf this applies to you, we ask for supporting information in Section C.
5. Print the form on one side only—leave back pages blank. This also applies to any additional pages.
6. Contact the Commission if you have questions about completing the form.
7. Sign and date the last page of this form. List the total number of pages you are sending on the last page of the form so we know the form we receive is complete.
8. Send the form and any additional pages to the Commission by email. You can also fax or mail it to, or drop it off at, either of our offices during business hours.

Contact the Alberta Human Rights Commission

Website albertahumanrights.ab.ca

Email address ahrc.registrar@gov.ab.ca

Confidential inquiry line 780-427-7661

Fax 780-427-6013

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.

**Alberta Human Rights Commission
Southern Regional Office**
200 John J. Bowlen Building
620 - 7 Avenue SW
Calgary, Alberta T2P 0Y8

**Alberta Human Rights Commission
Northern Regional Office**
800 - 10405 Jasper Avenue NW
Edmonton, Alberta T5J 4R7

You can ask for this Form in an accessible format
if you do not read conventional print.

Contact Information

Protecting your information

We share the completed response form with the person who made the complaint. We call this person the “complainant.” The complainant will know the designated contact person’s name, but we do *not* share the contact information on this page with the complainant or outside the Commission, unless it reaches a Human Rights Tribunal.

Designated contact person for this response

This is the person we will contact during the complaint process. This contact information is separate from the rest of the form because it is for the Commission only, not the complainant.

You must tell us if the contact person or contact information changes at any time because it affects our ability to complete the complaint process.

First name	Last name	
Mailing address		
Town or city	Province	Postal code
Please list all phone numbers we can use to contact you, starting with the best way to contact you during the day. Include area codes.	Email (by providing an email address, you understand all future documents and correspondence may be sent by email only)	

Response to a Human Rights Complaint

Complaint # (found on notification letter sent to you by the Commission)

For office use only

Date received

Section A

Key information about the organization or person named in the complaint (the respondent, you)

Full legal name of respondent (not the designated contact)

Specify if the respondent is a corporation, partnership, sole proprietorship, or other body

Names and titles of chief executive and owners

Designated contact person (same as listed on the contact information page)

Section B

Your response to the complaint

This is your opportunity to respond to the information in the complaint. Add extra pages if you need more space, up to the 20-page limit explained in the instructions.

This section has two parts. Part 1 is your explanation of what happened. Part 2 is a timeline of events and supporting documents.

Part 1: Main points

Explain your view of what happened:

- Cover main, high-level points here in Part 1. Put details and a timeline in Part 2 on the next page.
- Tell us which facts in the complaint you agree with, and which you do not accept and why.
- If you believe the complaint is inaccurate or not justified, give your reasons.

Part 2: Details and timeline

List events in the table

List dates and details of events, in the order they happened. Include important dates, times, or people involved, as necessary.

List documents (if you have any) that relate to the complaint. These might include:

- *Internal documents* that support the facts or your position. These may include a letter of termination, a Record of Employment (ROE), warning letters, medical documents, emails, texts, or signed witness statements.
- *Documents from legal or other actions* related to the complaint or about the same issues the complaint raises. These include formal union complaints (grievances), court actions, or a notice to the Workers' Compensation Board (WCB) with case number related to the requirement to return injured workers to work.

Add extra pages if you need more space, up to the 20-page limit explained in the instructions.

Do not send the documents, just list them here. If needed, you will have an opportunity to provide documents later in the complaint process.

Date (dd/mm/yyyy)	What happened	List supporting documents (if any)

Section C

Other issues

Complete this section only if your situation falls into one of the categories below. If Section C does not apply to you, proceed to Section D.

- The Alberta Human Rights Commission, or another human rights commission, has already accepted a complaint on the same issue.
- The complainant and you signed a release that covers the complaint allegations.
- The complaint falls within federal jurisdiction only.

Explain which reason applies and send us supporting documents with this Response Form.

Section D

How do you think the issue could be reasonably resolved?

You and the complainant will be expected to consider reasonable settlement offers.

A remedy is a way to resolve the complaint between the parties. The complainant may agree to a financial remedy, for example, compensating the complainant for lost wages or general damages, or making a charitable donation. A remedy can also be non-financial, such as an apology, a change in policy, or human rights education. A remedy can combine different things.

The goal of a remedy is to try to put the complainant in the position they would have been in if the discrimination had not happened. For more information about remedies, please see the Remedy information sheet on our website.

Section E

Signature and checklist

To the best of my knowledge, the information in this response form is complete and accurate.

Authorized signature for the respondent

Date (dd/mm/yyyy)

Print name

Title or position

Please check this box to represent your signature if you are submitting this form electronically.
You must also fill in the date, name, and title above.

Final check

Confirm that you have:

filled in all sections of the form that apply to you

signed, dated, and numbered any pages you added

listed the total number of pages you are sending us here: _____

included supporting documents only for Section C

signed the form or checked the electronic submission box

ensured we receive the form back within 30 days of the date you received it