

# Interlake School Division

## Respondent's Response Statement

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Respondent's Name: \_\_\_\_\_

Work Location/Position: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

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I have read a copy of the written complaint and am providing the following response. (If you require more space, please attach additional sheets to this for. Please include details of the incident, from your perspective as well as dates, times, where the incident happened and the names of the witnesses, if any).

Were you aware of the complaint prior to receipt of the formal complaint? Have you attempted to resolve the problem, and if so, describe what steps you have taken?

Do you have a proposed resolution? Please explain.

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Respondent's Signature

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Date

**Important – Please Read:**

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint and response will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments that you provide in the course of filing a response will be held in confidence. The response form and its attachments may be disclosed to the Complainant. Your signature confirms that you have been made aware and give permission for the above use of this information.

**SUBMIT COMPLETED FORM TO YOUR IMMEDIATE SUPERVISOR**  
**IN A CONFIDENTIAL ENVELOPE.**