



Safer Spaces Incident Report

Complainant Name	
Are you a... (circle one)	Participating Company Principal / Participating Company Employee or Artist / Patron / Volunteer / Employee / Vendor
Phone Numbers (home, mobile)	
Email	
Who is the complaint filed against? (Name, position)	
Have you reached out to Fringe staff to discuss?	

Please indicate the details of the complaint. If necessary, a more detailed description can be attached to this form. Include a description of all incidents, including date, times, locations, names of persons directly involved as well as any witnesses. Details can include any steps already taken to address the situation.

Indicate what actions, if any, the complainant would like taken to try and resolve the situation.

Indicate what kind of resolution the complainant is seeking.

Let the complainant know the following:

	The filing of this complaint does not guarantee that an investigation will occur. The complaint will be reviewed and an assessment made by the Winnipeg Fringe Theatre Festival and/or Royal MTC as to whether an investigation is warranted and/or whether an informal resolution process should be pursued. A complaint must be made within six (6) months of the most recent alleged incident. While a complaint may still be reviewed after this time, complaints that are brought forward in a timely manner enhance our ability to properly investigate the situation.
	This document and any attachments that are provided in the course of filing a complaint will be held in confidence. Confidentiality of this complaint will be maintained except as necessary to investigate complaints, take corrective action or as otherwise required by law.
	Filing this complaint in no way limits their ability to consider other options such as filing a complaint with the Manitoba Human Rights Commission or making a report to the police.
	The Winnipeg Fringe may make the Canadian Association of Fringe Festivals (CAFF) aware of this complaint if necessary.
	You may withdraw this complaint at any time. However, the Winnipeg Fringe/Royal MTC/CAFF may continue to act on the issues identified in the complaint.

Sign off:

Complainant

Date

Fringe staff member receiving complaint

Date