



# Code of Conduct Intake Form

The Canadian Institute of Planners (CIP) provides confidential means for all conference and/or event staff and participants to report information concerning violations of the [Events Code of Conduct](#) (ECOC). Staff and participants have various means of reporting suspected violations of the ECOC including by:

- Calling the confidential ECOC phone line, at 1-800-207-2138 ext 205 and/or
- Emailing this completed form to [conduct@cip-icu.ca](mailto:conduct@cip-icu.ca)

*In the case of a police, fire, or medical emergency, please call 911 immediately.*

If you have questions about how to fill out this form, please contact the ECOC line, and a CIP staff member will be able to assist you. Submitted forms will be reviewed by CIP's voluntary ECOC Committee.

(\*) Indicates optional information

## PART 1- Confidentiality Notice

1. By selecting one of the following boxes, you are acknowledging that you have read and understand how your complaint will be processed, and how the information will be used. Your complaint cannot be processed if you do not select one of the following options. Regardless of your selection, the CIP Event Code of Conduct and its implementation must be compliant with Federal and Provincial law, and does not derogate from these laws, nor any conditions set on conference and/or event participants by their employer.

- I request confidentiality. I chose to identify myself for the purposes of making this submission to the CIP ECOC Committee, but I DO NOT give consent to CIP to provide my name or any other identifying information to any other person or entity, except where required by law.
- I waive confidentiality and give consent to the ECOC Committee to release my identity outside CIP on a need-to-know basis. By waiving confidentiality, I understand that I may improve the ability of CIP to assist me and address the violation. I understand that no action constituting a reprisal, or a threat of reprisal, for making a complaint or disclosing information to the ECOC Committee may be taken by any CIP staff.



- I chose to provide my complaint anonymously. I understand this may limit CIP's ability to conduct an inquiry, if one is warranted, or to appropriately address the alleged wrongdoing. *Note: If you select this option, CIP will be unable to contact you for additional information or clarification.*

## PART 2 - Your Information

DO NOT FILL OUT PART 2 IF YOU OPTED TO REMAIN ANONYMOUS

### 1. Contact information

Prefix (Mr., Mrs., Ms., Mx., Rank, or Title) \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Telephone number

(Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Email address \_\_\_\_\_

## PART 3 - Incident Details

Please answer the following questions to the best of your ability.

1. Date: \_\_\_\_\_
2. Time: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Please provide an account of what occurred and any relevant facts or context that may assist CIP in investigating this incident.



5. Is the incident ongoing?

- Yes, the incident is ongoing/the behaviour has not stopped.
- No, the incident is not ongoing/ the behaviour has stopped.
- Unsure whether the incident is ongoing/ the behaviour has stopped.

6. Identify the person(s) who committed the alleged behaviour

3a. Person's First Name _____ Person's Last Name _____ Person's Title _____ Where does this person work and/or go to school? _____
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7. If applicable, please identify any person(s) who witnessed the alleged behaviour.

4a. Person's First Name _____ Person's Last Name _____ Person's Title _____ Where does this person work and/or go to school? _____
4b. Person's First Name _____ Person's Last Name _____ Person's Title _____ Where does this person work and/or go to school? _____
4c. Person's First Name _____ Person's Last Name _____ Person's Title _____ Where does this person work and/or go to school? _____

8. If there is any relevant documentation which might assist CIP in investigating this incident (e.g. photos, social media accounts, etc.), please send it along with your completed intake form to [conduct@cip-icu.ca](mailto:conduct@cip-icu.ca).

## PART 4- Request for Action

CIP acknowledges the importance of respecting victim requests to forgo perusing any punitive or remedial actions if they so choose. If the behaviour identified is serious in nature, and/or poses a threat to the safety of conference participants, CIP will take necessary action to ensure the safety of participants.

In determining CIP's response to this incident, Victim requests for specific remedial actions will be given appropriate consideration.



Please indicate how you would prefer the incident to be remedied and/or what action would you see as appropriate?

## PART 5- Follow up

CIP aims to respond to all Event Code of Conduct complaints in a timely manner.

In all cases, the alleged will be informed of the complaint against them, and will be reminded to abide by the Event Code of Conduct. They will be informed of any immediate actions that are being taken, as determined by the ECOC Committee.

If you have provided your contact information, you will receive notice via email that your complaint has been received and is being processed. You will also be informed of any immediate actions taken to remedy the incident. Pending review by the ECOC Committee, you may be contacted for further information or follow up.