



COMPLAINANT WORKSHEET
PART II: DETAILS

What is the Complainant Worksheet?

A **fillable form** in three parts that can be downloaded to help gather and organize information and documents needed to consult legal counsel and to file grievances, human rights complaints or civil suits.

Who should complete the worksheet?

Conscientious practitioners (including applicants and students) who suffer significant difficulty or disadvantage because they are unwilling to act contrary to their conscientious convictions/religious beliefs by providing or facilitating procedures or services.

What is included in the worksheet?

- **[Part I: Overview](#)**
 - Confidentiality, nature of the complaint, practitioner details, parties involved, executive summary.
- **[Part II: Details](#)**
 - Confidentiality, nature of the complaint, details of the complaint
- **[Part III: Document Checklist](#)**
 - Checklist of documents supporting the complaint

If needed, fillable forms for [Additional Parties Involved](#) can be downloaded from the Project website.

Confidentiality/Privacy

The worksheet is intended for your personal use. Should you decide to share it with the Protection of Conscience Project or others, the first section of the worksheet allows you to give directions to maintain confidentiality and privacy.

PART II: DETAILS

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CONFIDENTIALITY

DO NOT include information in the worksheet that could identify a patient, family member, substitute medical decision maker or other person protected by rules governing patient confidentiality. If reference to someone protected by patient confidentiality is necessary, use consistent neutral identifiers (e.g., Patient A).

If you share this worksheet with a third party other than legal counsel, you should provide direction to appropriately safeguard the privacy of parties involved.

DIRECTION re: DISCLOSURE

Direction to

The information in this worksheet

must not be disseminated further without my permission

subject to the restrictions below, may be disclosed to

Name(s):

Restrictions:



NATURE OF COMPLAINT

Check all that apply to this complaint.

I experienced biased or coercive questioning, interviews, scenarios or tests during an application process

I have been refused employment or entry to an educational programme, apparently because of their conscientious convictions/religious beliefs

I have experienced discriminatory or coercive educational or employment practices related to their conscientious convictions/religious beliefs

I have been forced to provide, participate in, facilitate or support services or procedures contrary to their conscientious convictions/religious beliefs

I have suffered adverse educational, employment, professional or legal consequences because of refusal to provide, participate in, facilitate or support services or procedures contrary to their conscientious convictions/religious beliefs

Other (explain)



DETAILS

1. Application process for educational programmes or employment

1.1 Were you questioned about your willingness to provide, directly participate, facilitate or collaborate in what you considered to be an objectionable activity?

Yes

By whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If yes, provide details below.

1.2 Were you required to participate in a practical exercise or scenario not apparently connected with healthcare employment?

Yes

By whom?

When?

Where?

No

If yes, provide details below.

1.3 Were you required to participate in a practical exercise or scenario apparently designed to identify individuals unwilling to provide certain procedures or services for reasons of conscience?

Yes

By whom?

When?

Where?

No

If yes, provide details below.



1.4 If you answered “Yes” to questions 1.1, 1.2, or 1.3, were you required to promise *not* to disclose the interview questions/scenarios to anyone else?

Not applicable

Yes

By whom?

When?

Where?

Orally

In writing

Orally and in writing

If yes, provide details below.

1.5 If your application was *not* successful, were you given a reason or explanation?

Yes

No

If no, did you ask for a reason or explanation? If not, why not? Provide details here.

1.6 If a reason or explanation was provided:

By whom?

When?

Where?

Orally

In writing

Orally and in writing

Reason/explanation provided:



1.7 Were you satisfied with the reason or explanation provided? (check all that apply)

- Yes
- Yes, at the time
- No

If no, explain below. If you were satisfied at first but changed your mind, explain.

2. Notice re: accommodation/expectations in education/employment

2.1 Were you advised that your conscientious convictions would be accommodated during your education or employment?

- Yes
 - By whom?
 - When?
 - Where?
 - Orally
 - In writing
 - Orally and in writing
- No

If yes, provide details below.



2.2 Were you advised or were you aware when you were accepted as a student or employee that you would be expected to provide or directly participate in, facilitate or collaborate in a procedure/service to which you object for reasons of conscience?

Aware

Advised

By whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If aware or advised, provide details below.

2.3 Were you advised after you were accepted as a student or employee that you would be expected to provide or directly participate in, facilitate or collaborate in a procedure/service to which you object for reasons of conscience?

Yes

By whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If yes, provide details below.



2.4 Did you disclose your conscientious objections as soon as you became aware that you would be expected to provide or directly participate in, facilitate or collaborate in a procedure/service to which you object for reasons of conscience?

Yes

To whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If yes, provide details below. If no, explain why.

2.5 Did you disclose your conscientious objections after you became aware that you would be expected to provide or directly participate in, facilitate or collaborate in a procedure/service to which you object for reasons of conscience, but before you were asked/instructed to participate?

Yes

To whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If yes, provide details below. If no, explain why.



3. Demand by person in authority (employer, supervisor, instructor, etc.)

3.1 Having expressed a conscientious objection, were you nonetheless ordered or instructed to provide or directly participate in, facilitate or collaborate in a procedure/service, contrary to your conscientious convictions?

Yes

By whom?

When?

Where?

Orally

In writing

Orally and in writing

No

If yes, describe being ordered or instructed to provide or directly participate in, facilitate or collaborate in a procedure/service, contrary to your conscientious convictions. Leave nothing out. Everything might be important. Use additional pages if necessary.



- 3.2 If yes, describe what happened after you were ordered or instructed to provide or directly participate in, facilitate or collaborate in a procedure/service, contrary to your conscientious convictions (i.e., your response, decision, refusal or agreement to do as ordered/instructed. Leave nothing out. Everything might be important. Use additional pages if necessary.



3.3 Had you or others known to you previously been exempted from providing or directly or indirectly participating or collaborating in the procedure or service in question?

I had previously been exempted.

By whom?

When?

Where?

Others had been previously exempted.

Names

By whom?

When?

Where?

No

If you or others had been previously exempted, provide details here.

3.4 Had you previously provided or directly or indirectly participated or collaborated in the procedure or service in question?

Yes

No

If yes, explain here.



4. If you acted contrary to your convictions

4.1 Explain why you acted contrary to your convictions. Leave nothing out. Everything might be important. Use additional pages if necessary.

4.2 What were your thoughts and feelings while acting contrary to your convictions, and afterward? Leave nothing out. Everything might be important. Use additional pages if necessary.



5. If you refused to act contrary to your convictions

- 5.1 If you refused to act contrary to your convictions, what happened? What were your thoughts and feelings during this time? Leave nothing out. Everything might be important. Use additional pages if necessary.



6. If there was a complaint against you

6.1 A complaint was made against me by:

Name:

Position, role (if any) | Relationship to me or patient (if any)

6.2 The complaint was made to:

Name:

Position, role (if any) | Relationship to me or patient (if any)

6.3 Date of complaint

6.4 I was

informally notified of the complaint

By whom?

When?

Where?

Orally

In writing

Orally and in writing

formally notified of the complaint

By whom?

When?

Where?

Orally

In writing

Orally and in writing

not notified of the complaint

If not notified, explain how you learned of the complaint.

6.5 Status of the complaint

Investigation pending

Investigation underway

Investigation concluded

6.6 Positive outcome:

not applicable

deemed vexatious: dismissed

resolved in my favour



6.7 Negative outcome (check all that apply)

- not applicable
 - disciplinary/legal hearing
 - pending
 - in progress
 - remedial guidance
 - compulsory remedial education
 - compulsory apology
 - monetary penalty or compulsory payment (specify amount)
 - suspension
 - length
 - dismissal (from employment, education programme, or profession)
 - other negative outcome (specify)
-
- considering appeal
 - under appeal

7. If you made a complaint

7.1 I made a complaint to

Name:

Position, role

7.2 Date of complaint

7.3 Status of the complaint

- Investigation pending
- Investigation underway
- Investigation concluded

7.4 Negative outcome:

- not applicable
- deemed vexatious: dismissed
- complaint unsupported by evidence
- complaint unfounded

7.5 Positive outcome (check all that apply)

- disciplinary/legal hearing
 - pending
 - in progress
- remedial guidance



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DETAILS

- compulsory remedial education
- compulsory apology
- monetary penalty or compulsory payment (specify amount)
- suspension
 - length
- dismissal (from employment, education programme, or profession)
- other positive outcome (specify)