



COMPLAINANT WORKSHEET
PART III: DOCUMENT CHECKLIST

What is the *Document Checklist*?

Documentary evidence supporting complaints is important. The *Document Checklist* prompts complainants to identify documents potentially relevant to a complaint, whether the documents are in their possession or may be available elsewhere.

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](#)
 - Confidentiality, checklist of documents supporting the complaint

If needed, more [Additional Parties Involved](#) forms 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 III: DOCUMENT CHECKLIST

CONFIDENTIALITY 1
DOCUMENTS IN MY POSSESSION 3
DOCUMENTS ELSEWHERE 7



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:



DOCUMENTS IN MY POSSESSION

Indicated below are documents (including audio-visual materials) in my possession that I believe will contribute information relevant to investigating and adjudicating my complaint.

Re: Employment

Employment history

Employment application	Complaints	Disciplinary proceedings
Contract	Notices of shortcomings	Reprimands
Terms of employment	Guidance/remedial	Notices of suspension
Code of conduct	direction	Dismissal
Performance evaluations	Cautions/warnings	

Employer Policy

Manual/manual extracts	Bulletins	Memos/letters
Directives/Guidelines	Newsletters	Instructional material

Misc.

Letters of support	Awards	Correspondence
Letters of complaint	Recognition	Co-worker statements

Public statements by employer, supervisor, etc.

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other

Re: Unions/Associations

Constitution Bylaws	Bulletin(s)	Reports
Code of Conduct	Newsletter(s)	Grievance documents
Manual/manual extracts	Memos/letters	Correspondence
Directives/Guidelines	Minutes	Co-member statements

Public statements by union officials

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other



Re: Education

Education history

Application	Performance evaluations	Disciplinary proceedings
Acceptance	Test/examination results	Cautions/warnings
Conditions of acceptance	Complaints	Reprimands
Institutional code of conduct	Notices of shortcomings	Notices of suspension
Faculty/dept. code of conduct	Guidance/remedial direction	Dismissal

Educational institution/faculty/dept. policy

Manual/manual extracts	Bulletins	Memos/letters
Directives/guidelines	Newsletters	Instructional material

Misc.

Letters of support	Awards	Correspondence
Letters of complaint	Recognition	Other student statements

Public statements by institutional/faculty/dept. members

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other

Re: Regulatory authority

Professional history

Registration/licence	Notices of shortcomings	Cautions/warnings
Conditions of licence	Guidance/remedial direction	Reprimands
Complaints	Disciplinary proceedings	Notices of suspension
Audit/inspection findings		Licence revocation

Regulatory authority policy

Code of ethics/conduct	Memos/letters	Committee agenda
Standards of practice	Council agenda	Committee briefing materials
Directives/guidelines	Council briefing materials	Committee minutes
Bulletins	Council minutes	
Newsletters		

Re: Regulatory authority (continued)



Public statements by regulator authority and its officials

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other

Legal Documents

Statements of claim	Affidavits	Judgements/rulings
Factums	Transcripts	Court/tribunal order(s)

Other

Your Health Records

Personal health records	Worker Compensation/ Injured Worker Insurance records
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Your Expenses

Legal	Estimate	
Medical	Estimate	
Moving	Estimate	
Travel	Estimate	
Income loss	Estimate	
Other (Specify)		Estimate



DOCUMENTS ELSEWHERE

Indicated below are documents (including audio-visual materials) held by others that I believe will contribute information relevant to investigating and adjudicating my complaint.

Re: Employment

Employment history

Employment application	Complaints	Disciplinary proceedings
Contract	Notices of shortcomings	Reprimands
Terms of employment	Guidance/remedial	Notices of suspension
Code of conduct	direction	Dismissal
Performance evaluations	Cautions/warnings	

Employer Policy

Manual/manual extracts	Bulletins	Memos/letters
Directives/Guidelines	Newsletters	Instructional material

Misc.

Letters of support	Awards	Correspondence
Letters of complaint	Recognition	Co-worker statements

Public statements by employer, supervisor, etc.

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions, position papers

Other

Documents are believed to be held by [party name(s) - include particulars in *Parties Involved*]

Re: Unions/Associations

Constitution Bylaws	Bulletin	Reports
Code of Conduct	Newsletter	Grievance documents
Manual/manual extracts	Memos/letters	Correspondence
Directives/Guidelines	Minutes	Co-member statements



Public statements by union officials

News releases	Columns	Social media comments
Advertisements	News reports/interviews	Submissions
Letters to editors	Speeches/presentations	
Editorials/op-eds		

Other

Documents are believed to be held by [party name(s) - include particulars in *Parties Involved*]

Re: Education

Education history

Application	Performance evaluations	Disciplinary proceedings
Acceptance	Test/examination results	Cautions/warnings
Conditions of acceptance	Complaints	Reprimands
Institution code of conduct	Notices of shortcomings	Notices of suspension
Faculty/dept. code of conduct	Guidance/remedial direction	Dismissal

Educational institution/faculty/dept. policy

Manual/manual extracts	Bulletins	Memos/letters
Directives/guidelines	Newsletters	Instructional material

Misc.

Letters of support	Awards	Correspondence
Letters of complaint	Recognition	Other student statements

Public statements by institutional/faculty/dept. members

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other

Documents are believed to be held by [party name(s) - include particulars in *Parties Involved*]



Re: Regulatory authority

Professional history

Registration/licence	Notices of shortcomings	Cautions/warnings
Conditions of licence	Guidance/remedial	Reprimands
Complaints	direction	Notices of suspension
Audit/inspection findings	Disciplinary proceedings	Licence revocation

Regulatory authority policy

Code of ethics/conduct	Memos/letters	Committee agenda
Standards of practice	Council agenda	Committee briefing
Directives/guidelines	Council briefing materials	materials
Bulletins	Council minutes	Committee minutes
Newsletters		

Public statements by regulator authority and its officials

News releases	Editorials/op-eds	Speeches/presentations
Advertisements	Columns	Social media comments
Letters to editors	News reports/interviews	Submissions

Other

Documents are believed to be held by [party name(s) - include particulars in Parties Involved]

Legal Documents

Statements of claim	Affidavits	Judgements/rulings
Factums	Transcripts	Court/tribunal order(s)

Other

Documents are believed to be held by [party name(s) - include particulars in Parties Involved]