



## Protection of Conscience Project

[www.consciencelaws.org](http://www.consciencelaws.org)

### COMPLAINANT WORKSHEET ADDITIONAL PARTIES INVOLVED

#### What are *Additional Parties* forms?

The Complainant Worksheet includes *Parties Involved* forms that allow complainants to provide the particulars of up to four parties involved in a complaint of discrimination.

Each package of [\*Additional Parties Involved\*](#) forms permits identification of up to ten more parties.

#### 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, particulars of the incident subject 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.

Fillable form. Save on hard drive. Complete in Acrobat Reader



**Protection of Conscience Project**  
*www.consciencelaws.org*

## **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:**



**Protection of Conscience Project**  
*www.consciencelaws.org*

**ADDITIONAL PARTIES INVOLVED** Available at  
<http://www.consciencelaws.org/resources/parties.pdf>

**ADDITIONAL PARTIES INVOLVED**

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt/Room No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt. No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile



**Protection of Conscience Project**  
*www.consciencelaws.org*

**ADDITIONAL PARTIES INVOLVED** Available at  
<http://www.consciencelaws.org/resources/parties.pdf>

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt/Room No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt. No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile



**Protection of Conscience Project**  
*www.consciencelaws.org*

**ADDITIONAL PARTIES INVOLVED** Available at  
<http://www.consciencelaws.org/resources/parties.pdf>

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt/Room No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt. No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile



**Protection of Conscience Project**  
*www.consciencelaws.org*

**ADDITIONAL PARTIES INVOLVED** Available at  
<http://www.consciencelaws.org/resources/parties.pdf>

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt/Room No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt. No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile



**Protection of Conscience Project**  
*www.consciencelaws.org*

**ADDITIONAL PARTIES INVOLVED** Available at  
<http://www.consciencelaws.org/resources/parties.pdf>

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt/Room No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile

<b>Name</b>			
Corporate/Institutional or Surname			
Given 1	Given 2	Position	
<b>Address</b>			
Apt. No.	Building/Faculty/Dept.	Street	
City	Province/state	Country	Postal Code
Work Tel	Work Fax	Home Tel	Mobile
Email 1	Email 2		
<b>Role</b> (e.g., employer, supervisor, party to conversation, overheard statements, has documents or other relevant information)			
<b>With respect to providing information, this party is likely to be:</b>			
Cooperative	Uncooperative	Sympathetic	Hostile