

SFU Model United Nations

Bullying, Discrimination & Harassment (BDH) Complaint Submission Template

Confidential Complaint Submission

This form is intended to report concerns under the SFU Model United Nations Bullying, Discrimination and Harassment Policy (Version 1.1). Reports will be handled confidentially to the fullest extent possible.

Please attach this completed submission template to your selected executives

1. Submission Received By:

Submit this complaint to one of the following:

- Designated Conduct Officer
 - Swara Bhate – VP Internal (ssb41@sfu.ca)
- Either Co-President
 - Taylor Tomczyk (tet5@sfu.ca)
 - Jiya Bathla (jba185@sfu.ca)

If the complaint involves one of the above, where you do not feel comfortable involving them, please send to the following:

- Another executive:
 - Pavel Maliouguine – VP Social (pma80@sfu.ca)
 - Anant Panchal – VP External (apa208@sfu.ca)
 - Gurnoor Jhajj – VP Finance (gkj6@sfu.ca)
 - Benjamin Mayhew – VP Simulation Design (bjm20@sfu.ca)

2. Complainant Information

Full Name:

Preferred Name (if different):

SFU Email Address:

Phone Number (optional):

Role in Club Community:

- Member
- Executive
- Other: _____

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Would you like your identity kept confidential where possible?

- Yes
- No

3. Person(s) Complaint Is About

Name(s):

Role(s) in Club Community (if known):

Relationship to You (if applicable):

4. Nature of Complaint

Please select all that apply:

- Bullying
- Discrimination
- Harassment
- Retaliation
- Other Misconduct Related to Club Safety/Respect

If discrimination or harassment is alleged, was it related to any protected characteristic?
(Optional)

- Race / Ethnicity
- Gender / Gender Identity
- Sexual Orientation
- Disability
- Religion
- Age
- Other: _____
- Prefer not to say

5. Incident Details

Date(s) of Incident(s):

Location / Platform:

- Meeting
- Conference / Travel
- Training Session
- Social Event
- Group Chat
- Online Communication
- Other: _____

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Detailed Description of What Happened:

(Include specific words, actions, behaviours, sequence of events, and context.)

6. Witnesses / Others Involved

Please list anyone who witnessed the incident(s) or may have relevant information.

Name	Role / Connection	Contact Info (if known)
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7. Supporting Evidence

Please indicate any evidence available:

- Screenshots
- Emails
- Text Messages
- Photos / Video
- Documents
- Other: _____

Attach evidence below:

8. Impact of the Conduct

How has this affected you or others? (Optional)

- Emotional distress
- Difficulty participating in club activities
- Fear / discomfort

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- Social exclusion
- Academic or scheduling impact
- Other: _____

Details:

9. Safety / Interim Measures Requested

Are there any immediate steps needed while this matter is reviewed?

- No immediate measures requested
- No-contact request
- Removal from group chat(s)
- Temporary participation limits
- Other: _____

Details:

10. Previous Steps Taken

Have you already tried to address this matter?

- No
- Yes, directly with respondent
- Yes, through another executive
- Yes, informal mediation
- Yes, reported elsewhere

Details:

11. Desired Resolution (Optional)

What outcome are you seeking?

- Informal resolution
- Facilitated conversation

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- Behavioural boundaries / commitments
- Formal warning
- Removal from chats/platforms
- Suspension from activities
- Executive review
- Other: _____

Details:

12. Declaration

I confirm that the information provided is true and accurate to the best of my knowledge. I understand knowingly false or malicious complaints may result in consequences, while good-faith complaints will not be punished.

Signature: _____

Date: _____