

# CUMBERLAND REGIONAL COLLEGE

## *Intake Form for: Informal Process - Alleged Respondent*

<b><i>ALLEGED RESPONDENT</i></b>
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*Location:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Alleged Respondent* \_\_\_\_\_

Male  Female

*Address:* \_\_\_\_\_

*Postal Code:* \_\_\_\_\_

*Phone: (Home)* \_\_\_\_\_

*(Business/College)* \_\_\_\_\_

*Position:* \_\_\_\_\_

*Dept./Program:* \_\_\_\_\_

*The individual was:*

*advised about the role & obligation of the  
Counsellor or Immediate Supervisor*

*informed about the purpose & use of  
intake form*

*advised of the resolution option that the  
complainant wishes to use*

*informed of the importance  
of confidentiality*

*advised that he/she has the right to have  
a support person*

*Summary of the response to the complaint. Describe the incidents leading to this  
report (to be filed by the Counsellor or Immediate Supervisor)*

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<b>Approved by: Board</b>	<b>Prepared by: Harassment Committee</b>	<b>Date Issued November 23, 1999</b>	<b>Reviewed/Revised: June 25, 2002 February 22, 2005</b>	<b>Page: 26 of 29</b>
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*I have read and understand the information recorded above.*

*\_\_\_\_\_  
Signature of individual/Date/Time*

*\_\_\_\_\_  
Signature of Counsellor or Immediate  
Supervisor/Date/Time*

<b>Approved by: Board</b>	<b>Prepared by: Harassment Committee</b>	<b>Date Issued November 23, 1999</b>	<b>Reviewed/Revised: June 25, 2002 February 22, 2005</b>	<b>Page: 27 of 29</b>
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