

**Employment Standards**

**Complainant: Please ensure that the attached complaint form is completely filled out. If it is not completed in detail, the investigation of your complaint may be delayed.**

In order to assist in the investigation of your complaint, please provide the following information in addition to the data requested on the complaint form:

Do you object to a copy of your complaint form being given to the employer shown on the form?

YES       NO

Do you object to being telephoned at the work number shown on the complaint form?

YES       NO

Do you object to having any monies you owe your employer deducted from your wages?

YES       NO

If you did not maintain a daily list of the hours you worked each day, please give the average number of hours worked:

\_\_\_\_\_ hours per day

\_\_\_\_\_ hours per week

Did your pay rate change at any time during your employment?  YES       NO If yes, please give details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please sign, date and return with the complaint form:

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Disclosure of Personal Information**

**Information collected by Employment Standards is collected for the purpose of assisting Employment Standards employees in processing complaints received by this office. This information is also entered onto the Labour Information Management System (LIMS)**

**If a decision of the Employment Standards Officer is appealed to an Adjudicator, a copy of all collected information is disclosed to the Adjudicator. No other information will be shared outside of the Employment Standards office without consent.**