



How to file a

HUMAN RIGHTS COMPLAINT

This general guide is by no means conclusive. Questions should be directed to the Human Rights Commission of Nova Scotia.

STEP 1. DEVELOP A TIMELINE

In chronological order, and using specific dates, outline **all** events you believe are relevant. Gather copies of documents, such as emails, contracts, and pay stubs etc. Keep these on a personal computer or in a safe place at home. A good timeline will make the following steps much easier.



STEP 2. SPEAK TO A HUMAN RIGHTS OFFICER

Call the Nova Scotia Human Rights Commission and explain your workplace situation. If it falls within the jurisdiction of the Nova Scotia Human Rights Act, an officer will help you file an official complaint.



STEP 3. YOUR COMPLAINT WILL BE ASSESSED

If it appears that your human rights have been affected, the Human Rights Commission will notify your employer.

Note: your employer **cannot** retaliate against you for filing a human rights complaint.



STEP 4. RESOLUTION CONFERENCE

Typically, parties attend a resolution conference and create their own solution to the issue. This will lead to a written settlement agreement. If no resolution is achieved, next steps will be determined by Human Rights Commissioners.

REMEMBER

Each situation is unique and may require different processes and solutions. To speak to a Nova Scotia Human Rights Officer, call 1-877-269-7699.

Do you think your human rights have been violated at work?
Call the Halifax Workers' Action Centre at 902-221-0755.

