Complete this form when submitting a complaint to the City of Sarnia alleging non-compliance with the City of Sarnia Fair Wage Policy and Fair Wage Schedule by a Contractor or Sub-Contractor performing construction work on a City Construction Contract. This “Fair Wage Complaint Form” must be completed in writing and sent to the Purchasing and Risk Manager at any time but no later than 21 calendar days following substantial performance of the relevant City Construction Contract.

The City shall make every effort to safeguard confidentiality of each complaint initiator’s identity. However, this information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

1. The complaint is being initiated and submitted by:

| Full Name: |  |
| --- | --- |
| Address: |  |
| City / Town: |  |
| Postal Code: |  |
| Telephone Number: |  |
| Email Address: |  |
| Date form completed: |  |
| Are you an employee of the Contractor or Sub-Contractor to which the complaint is being made against? | Yes / No |

1. The complaint is being made against:

|  |  |
| --- | --- |
| Contractor or Sub-Contractor Name: |  |
| City Construction Contract Title and Number: |  |
| Indicate and / or state the reason for the alleged non-compliance: |  |
| Position(s) affected (as per the Fair Wage Schedule): |  |