



REQUEST FOR INQUIRY – BUREAU DU SYNDIC

This inquiry request is addressed to the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec further to an alleged breach of the Professional Code, Code of Ethics or other regulations. If the space provided is not sufficient, please attach a separate document.

1. IDENTIFICATION OF THE TARGETED PROFESSIONAL

Last name: _____

First name: _____

Employer or private practice

at the time of the alleged breach: _____

Business telephone: _____

Business email: _____

Function or position

at the time of the alleged breach: _____

Nature of the mandate or services required:

2. IDENTIFICATION OF THE APPLICANT

Last name: _____

First name: _____

Civic number and street: _____

City, province and country: _____

Postal code: _____

Telephone: _____

Before providing us your email address, please attentively read the message below which is contained in the annexe.

Email: _____

Do you wish your information to be kept confidential? ☐ Yes ☐ No

Do you wish to remain anonymous? ☐ Yes ☐ No*

Are you a professional member of Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec? ☐ Yes ☐ No

* In the event that a complaint is lodged at our Disciplinary Council, we cannot guarantee absolute anonymity.

3. NATURE OF THE ALLEGED BREACHES

Alleged breaches or behaviours: Please include as many details as possible, such as facts, locations, etc. (attach additional sheets if necessary)

Please note that if a complaint is submitted to the disciplinary board at the end of the inquiry, everything you give as documents or information must be revealed to the professional under the complaint.

Can you provide us with the name of the client of the social worker? ☐ Yes ☐ No

If yes, please provide it here: _____

Can you provide us with the client's birth date? ☐ Yes ☐ No

If so, please provide it here: _____

Can you tell us the period during which the alleged facts occurred ☐ Yes ☐ No

If so, please provide below:

Start date : _____ and End date: _____

If you are not the client of the social worker, can you explain your relationship with that person?

☐ Yes ☐ No

If so, please explain here: _____

What are your expectations concerning the inquiry?

4. PREVIOUS ACTIONS

Have you lodged a complaint with:

The establishment	☐ Yes	☐ No
The Complaints Commissioner	☐ Yes	☐ No
Others (specify) : _____	☐ Yes	☐ No

If so: provide details and attach a copy of your written complaint and the response, if one has been received.

Were you assisted by an organization in making this request? ☐ Yes ☐ No

If so: which one? _____

Will you be helped by a third party within the framework of this inquiry? ☐ Yes ☐ No

If so: specify: _____

5. DECLARATION

To the best of my knowledge, the aforementioned information is true. In witness thereof, I have signed:

Date: _____ **Signature:** _____

Please return the completed form to the attention of the Syndic's Office by email at nfiola@otstcfq.org, by fax at 514 731-6785 or by mail at 110, boul. Crémazie West, Suite 600, Montreal, Qc, H2P 1B9.

ANNEXE : WARNING

Communication by email does not necessarily provide a guarantee of confidentiality, to which you are entitled. To improve the protection of our exchanges, we use secure email to send out sensitive information and we invite you to take the following precautionary measures:

- Use an email account in which you are the exclusive user;
- Protect the account with a password that only you know;
- Do not access the account from public terminals;
- Configure the parameters with a short time delay to put your device on "sleep".

Most consumer email services contain flaws that theoretically enable third parties to intercept messages and to provide foreign authorities with the capacity to access information without your awareness. We nevertheless use email services for communication which does not contain sensitive information.

By providing us with your email address, you are accepting that we use this method of communication with you. If you are not in agreement with our policy of the use of email communication, you may leave this line of the application blank and our contact with you will be through regular mail/registered mail.