**AGREEMENT TO SETTLE SAMPLE #1**

**BETWEEN:**

[insert Complainant’s name]

**COMPLAINANT**

**AND:**

[insert Respondent’s name]

**RESPONDENT**

**Re: A complaint under the *Human Rights Code*, R.S.B.C. 1996, c. 210 (as amended); Case Number: \_\_\_\_\_\_**

The undersigned parties agree as follows:

1. The Respondent agrees to institute a “human rights policy” within two months of the date of this agreement and to provide the Complainant with a copy of the policy. The policy will include terms:
   1. requiring compliance with the policy by all employees and directors of the Respondent;
   2. requiring a respectful workplace for all employees, directors, customers and others who deal with the Respondent;
   3. prohibiting conduct contrary to the BC *Human Rights Code*;
   4. defining harassment and specifying that it is prohibited;
   5. providing for an internal complaint process;
   6. confirming the right to file a complaint under the *Human Rights Code* if a person believes the Respondent has violated the *Code*; and
   7. prohibiting retaliation against a person who files a complaint, is named in a complaint, or assists with a complaint.
2. The Respondent agrees to train its current and future employees regarding the terms of the human rights policy.
3. In return, the Complainant agrees to file a Form 6 Notice of Withdrawal with the BC Human Rights Tribunal within two weeks of the Respondent providing the Complainant with a copy of the human rights policy and advising that it has been instituted.

Signed this  day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20, in the city of:

|  |  |
| --- | --- |
| (Complainant) | (Respondent) |

original to complainant  
copy to respondent