

FORM 1
The Labour Standards Code
Complaint to the Director of Labour Standards (Nova Scotia)

(This Form may be filed by leaving it at the offices of the Department of Environment and Labour and obtaining a receipt from the Director of Labour Standards or a Labour Standards Officer or by mailing it by registered letter to the Director of Labour Standards, P.O. Box 697, Halifax, Nova Scotia, B3J 2T8)

The Complainant complains that *section(s) (give section numbers if able to) _____ of the Labour Standards Code *the Minimum Wage Order relating to

*was/*were breached by (give name of employer who broke the law)

on (give date, and if there was more than one breach be sure to include the date of the last breach) _____

at (give location where employee worked) _____

***Strike out if not applicable.**

The Complainant states:

1. (a) Full name of complainant: _____

(b) Address of complainant: _____

(c) Phone number of complainant: _____

2. (a) Full name of employer: _____

(b) Business address of employer: _____

(c) Business phone number of employer: _____

3. Nature of employer's business: _____

4. Nature of work done by complainant: _____

5. (a) Date complainant commenced employment: _____

(b) Date complainant terminated employment (if no longer employed by employer against whom complaint is made): _____

...over

6. A concise statement of the complaint: (use additional pages if necessary)

7. The amount of any money claimed is: \$ _____

8. Other remedies sought are: _____

9. (a) This complaint *has/*has not been discussed with the employer. If discussed the results were: _____

(b) A court action *has/*has not been commenced for recovery of any unpaid pay.

(c) The complainant *is/*is not bound by a collective agreement under which he could file a grievance to recover any unpaid pay.

I, (signature) _____ certify that this statement is true and correct to the best of my knowledge and belief.

Signed at _____, Nova Scotia, (date) _____, 20__.

Witness (print name)

Signature of witness

Address of witness

Phone number of witness

TAKE NOTE: Section 23(2) of the Labour Standards Code requires that a complaint be made to the Director of Labour Standards in this Form before any appeal from a decision of the Director can be made to the Labour Standards Tribunal.

Any appeal to the Labour Standards Tribunal must be filed in Form 2 within ten working days of receipt from the Director of notice that he will not proceed with the complaint made in this Form.

IF NO NOTICE IS RECEIVED FROM THE DIRECTOR OR THE TRIBUNAL an appeal to the Tribunal may be filed in Form 2 one month after the filing of this Form, and any such appeal must be filed within ten days after the one month has elapsed.