**Subject: Request for Action Regarding Racist Conduct at the Workplace**

Your Name

Your Address

City, Province, Postal Code

Your Email Address

Phone Number

Today’s Date

Employer's Name

Company Name

Company Address

City, Province, Postal Code

Dear Employer's Name,

I hope this letter finds you well. I am writing to bring to your attention a matter of significant concern regarding racist conduct exhibited by a coworker within our workplace. I believe it is crucial to address this issue promptly and in accordance with the BC *Human Rights Code* and its provisions against discrimination.

Specifically, outline the specific racist incidents, comments, or conduct that has occurred.

I value the work environment provided by Company Name and am committed to contributing to the success of our team. However, these recent incidents involving racist behaviour have created an uncomfortable and discriminatory atmosphere for me and potentially others within the organization.

Under the BC *Human Rights Code*, employers have a legal obligation to ensure a workplace free from discrimination and harassment. I request your prompt attention to this matter and the initiation of appropriate actions to address and rectify the situation.

I propose that we schedule a meeting to discuss the specific incidents, potential impacts on the work environment, and strategies to prevent such incidents from recurring in the future. It is my hope that, through open communication and proactive measures, we can foster a workplace that is inclusive, respectful, and free from harassment and discrimination.

Thank you for your attention to this important and sensitive issue. I look forward to your prompt action and our collaborative efforts to ensure that Company Name upholds the principles of equality and inclusivity outlined in the BC *Human Rights Code*.

Sincerely,

Your Name