

[Company Name]

Sexual Harassment Complaint Reporting Form

[Company Name] is committed to providing a work environment that is free of unlawful sexual harassment. In furtherance of this commitment, [Company Name] strictly prohibits all forms of unlawful harassment.

If an employee feels that he or she is being harassed in violation of the company’s Sexual Harassment Prevention policy [attach or hyperlink policy] by another employee, supervisor, manager or third-party doing business with [Company Name], the employee should immediately contact [Supervisor/ Other Job Title] at [insert telephone number] or [Human Resources/Other Job Title] at [insert telephone number]. *[Note: It is a best practice to include at least two reporting persons.]*

Employees’ notification to [Company Name] is essential in preventing sexual and workplace harassment. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for an employer to retaliate against employees who file a complaint. Similarly, the company prohibits employees from hindering its internal investigations or its internal complaint procedure.

To report incidents, employees may use the form below and return to [Name].

If you are more comfortable reporting verbally or in another manner, ask your [Supervisor/ Other Job Title] or [Human Resources/Other Job Title] to complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

Report of Harassment Form (to be completed by employee)

Name: _____

Position: _____

Job title: _____

Department: _____

Work telephone number: _____

Date(s) and time(s) of alleged incident: _____

Name of person you believe harassed you or another person:

Relationship to you: Supervisor Subordinate Co-Worker Other

If the alleged incident was directed at a person other than you, please identify the other person:

Please describe as clearly as possible what happened, including what was said and what, if any, physical contact occurred. Please attach additional pages, if needed.

Please describe how you or the person at whom the incident was directed responded or reacted to the incident, including what was said.

Where did the incident occur?

Were there any witnesses? If so, please list their names.

Please provide any other information that you believe will assist [Company Name] in investigating this incident.

By my signature below, I confirm that I am submitting this report in good faith and the information provided above accurately reflects my recollection of the incidents related to my complaint.

Signature

Date

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.