

WORKPLACE HARASSMENT COMPLAINT FORM

(Please Print)

As discussed more fully in its Harassment Policy, [EMPLOYER], is committed to providing a work environment that is free of unlawful discrimination and harassment. If you believe that you have been unlawfully harassed, please fill out this form and return it to your supervisor and/or the Human Resources Department. Attach additional sheets, if necessary.

Fully and accurately completing this form will greatly assist [EMPLOYER] in investigating any complaints of harassment or discrimination. Notwithstanding, [EMPLOYER], will endeavor to investigate all complaints of harassment or discrimination—whether written or verbal.

		Date of Complaint
Name—Last	First	Middle
Department	Job Title	
Individual(s) who committed the alleged conduct of which you complain:		
1.		
2.		
3.		

Describe the nature of your complaint. Include dates and as much detail as possible:

Identify all employees or others with knowledge of the conduct about which you are complaining:

Did employees listed above personally observe or overhear the alleged conduct? If yes, please indicate the dates of the observed or overheard behavior and describe the behavior observed or overheard:

Are there documents (e.g., photographs, e-mails, text messages, memoranda, video, audio tapes, etc.) that contain information supporting the occurrences described above? If yes, please describe and attach a copy to this form.

Is there any other evidence that supports your complaint? If yes, please describe, and if possible, attach to this form.

Have you missed any work time as a result of the alleged conduct in your complaint? If yes, please indicate dates of absences.

Has the alleged conduct affected any term or condition of employment for you at [EMPLOYER]? If yes, please identify the term or condition and how it has been affected.

Have you sought any help as a result of this alleged conduct? If yes, indicate type and timing of the help.

Has anyone sought to prevent you from reporting the conduct you are complaining about today? If yes, please provide those individuals by name and describe how and when each tried to prevent you from reporting the alleged conduct.

What remedy do you seek to resolve your complaint?

Are there any other individuals that you would like the company to contact regarding your complaint? If so, whom do you wish contacted and why?

Have you previously complained about this alleged conduct or related conduct to a company employee, supervisor, or official? If so, please identify (a) the individual to whom you complained, (b) the date of the complaint, (c) the specific allegations of your previous complaint, and (d) the resolution of your previous complaint. Please attach copies of any documents, etc., related to the previous complaint, its investigation, and resolution.

Is there any other information you would like to share with the company that you believe to be relevant in any way to your complaint or that would assist the company in either investigating your complaint or in enforcing its Harassment Policy?

ACKNOWLEDGMENT

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witness(es) with knowledge of the allegations and/or defenses to the allegations. The company intends to notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including, termination of employment unless such disclosure is otherwise protected under applicable law.

I, _____,
(Print Name)

acknowledge that the information provided in this complaint is true and correct to the best of my knowledge.

I have been assured that (a) [EMPLOYER] will not retaliate against me or any witness for participating in any good-faith complaint; and (b) anyone engaging in any substantiated retaliation against me or any witness participating in any good-faith complaint may be disciplined, up to and including, termination. I understand that I can and should report any retaliation, alleged harassment, discrimination or any other inappropriate conduct to a member of management immediately.

Signature

Date