Sample Template

APPENDIX B

Reporting Harassment

Name and contact information of worker who is reporting workplace harassment (your name and information):

Your name

Your contact information:

Work

Residence

Cell

Address

Name of respondent(s)*

Contact information of respondent(s):

Work

Residence

Cell

Address

*Respondent is the person against whom the complaint is directed.

Details of the complaint:
Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed).

Documents/Evidence
Include any supporting documents (emails, notes, photographs, physical evidence, etc). If you are unable to attach documents and they are relevant please list them below.

Employee Signature

Date of Report