

## A Template for Employees to Report Harassment to their Employer

### Name and contact information of worker who is reporting workplace harassment:

Your name \_\_\_\_\_

### Your contact information:

Work Phone \_\_\_\_\_

Cell \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

### Contact information of respondent(s):

Work Phone \_\_\_\_\_

Cell \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

*Respondent is the person against whom the complaint is being made*

### 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.

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Employee's Signature

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Date of Report