WORKPLACE HARASSMENT COMPLAINT FORM

This form should be used to report formal complaints of disrespectful behaviour under Company name's Harassment Prevention Policy.

COMPLAINANT INFORMATION (person making the complaint)

Name:

Position:

Department:

Supervisor:

Union representative:

RESPONDENT INFORMATION (alleged offender)

Name:

Position:

Department:

Supervisor:

Union representative:

INFORMATION REGARDING THE INCIDENT(S)

Describe the incident(s) in detail, including:

- Time and place of the incident(s).
- Frequency.
- Were there any witnesses to the behaviour? If yes, who and when were they present?
- Is the conduct ongoing? If no, when and why did it stop?
- What was your reaction to the behaviour?
- How did you feel?
- Have you approached the respondent about the incident(s) and your concern? If, so when? And what, if any, was their response?
- Did you do anything or talk to anyone else after the incident(s)? Provide details.
- Please attach any supporting documentation relevant i.e. emails, texts, social media posts.

I understand that my complaint, as described, will be investigated and that a copy of this form and any attachments will be given to the respondent.

Signature: Date: