Workplace Harassment Incident Reporting Form

It is important for employees to have a way to file a complaint of harassment in the workplace. Standardized complaint forms will ensure that the same information is requested from each complainant.

Workplace Harassment Incident Reporting Form

Information			
Employee/Complainant			
Emp. ID		Department	
Supervisor			

Details
Name(s) of Alleged Harasser(s):
Name(s) of Alleged Victim(s) – if different from the Complainant:
Contact information of Alleged Harasser(s) - where available:
Please provide specific details of the alleged incident(s). Make sure to include the date(s), time(s), and place(s) where the alleged incident(s) occurred. Attach a separate sheet if necessary.
Did anyone witness the event? € Yes € No
If yes, please provide the name(s) and contact information, if known, of any witnesses.
Have you reported this same individual previously for harassment? € Yes € No
If yes, please provide as much information as possible about the prior report, including the date.

Additional Comments:	
Employee/Complainant's Signature:	Date:
I hereby certify to the best of my knowledge, that all of the above-mentioned information is true, accurate, and complete. I understand that making false or frivolous allegations will result in discipline, up to and including termination of employment.	
Received By:	Date: