

# Colgate University

## Workplace Sexual Harassment Report Form

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Title IX Coordinator, Marilyn Rugg, or the Office of Human Resources. Once you submit this form, Colgate will follow its Equity Grievance Policy and investigate any claims. If you are more comfortable reporting verbally or in another manner, Colgate will still follow its Equity Grievance Policy and Process.

### Reporting Person Information:

**Your Name\*:**

**Your Job Title:**

*\*You may submit a report anonymously. However, please understand that Colgate University's ability to investigate and to respond to anonymous information may be limited.*

### Reported Information:

- (1) Please describe the conduct or incident(s) that is the basis of this report. Please use additional sheets of paper if necessary and attach any relevant documents or evidence currently available to you.
  
  
  
  
  
  
  
  
  
  
- (2) Please list the date(s) that the incidents occurred (provide approximate dates, if you do not have exact dates):
  
  
  
  
  
  
  
  
  
  
- (3) Please list the name(s) of any witnesses or individuals that may have information related to the incidents of concern:
  
  
  
  
  
  
  
  
  
  
- (4) Have you previously reported this conduct? If so, please explain the person(s) to whom the information was reported and any action(s) taken about which you are aware:
  
  
  
  
  
  
  
  
  
  
- (5) What action would you like the university to take in response to this situation?\*

*\*\*The university will consider your information and additional information gathered through an investigation in reaching a conclusion as to whether there has been a violation of our policies. The university may not necessarily respond in the way most preferred by the reporting individual. However, a reporting individual's wishes will be considered when deciding what responsive action is appropriate.*

**THANK YOU FOR REPORTING THIS INFORMATION. WE WILL BE IN TOUCH WITH YOU PROMPTLY. IF ANY ADDITIONAL INCIDENTS OCCUR, INCLUDING IF YOU EXPERIENCE ANY ACT OF RETALIATION, PLEASE INFORM THE TITLE IX COORDINATOR OR HUMAN RESOURCES IMMEDIATELY.**