



HARASSMENT COMPLAINT FORM

Name and contact information of complainant

Name of respondent (alleged harasser)

Personal statement

Please describe in as much detail as possible the harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature

Date

Date created

January 16, 2015

Annual review date

Date approved

January 25, 2015