

CONFIDENTIAL

Harassment Complaint Form

Complainant Info

Name: _____
Department: _____
Phone Number: _____
E-mail: _____
Today's Date: _____

Accused Info

Name: _____
Department: _____
Your relationship to the Accused:
They are my _____
Phone Number: _____
E-mail: _____

Victim Info

Name: _____
Department: _____
Your relationship to the Victim:
They are my _____
Phone Number: _____
E-mail: _____

Date of Incident: _____
(If more than one event, please report each event on a separate form.)

Where did the specific event occur?

Please explain the events that occurred.

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How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.

What is your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence [Company Name] deems relevant.

Signature: _____

Date: _____

Please return this form to KitchenSync Human Resources (hr@kitchensync.us).