

Type of Conduct (check all that apply)

|  |  |
| --- | --- |
| **Complainant:** | **Date/Time of Incident:** |
| **Mailing Address:** | **Phone:** |
|  | **Email address:** |
|  | **Emergency Contact:** |

# HARASSMENT COMPLAINT FORM

* unwelcome sexual advances
* requests for sexual favors
* verbal conduct – slurs, threats, etc.
* online bullying/threats- social media, online, emails, etc.
* written notes, letters, etc.
* visual conduct – body language, gestures, intimidation, etc.
* physical conduct – assault, battery, etc.
* sexual assault – unwelcome touching, rape, etc.
* property damage – destruction, graffiti, arson, etc.
* other:

Name of person you believe harassed you:

Describe the incident(s) as clearly as possible. Include a full description of the events, verbal statements (threats, requests, demands, etc.), the location, and what, if any, physical contact was involved. (Attach an additional sheet with your name and email if you need more space.)

List any witnesses who were present:

How did the witnesses react?

How did you react to the harassment?

What contact did you have with the alleged harasser before the first incident?

This complaint is based upon my honest belief that harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant’s signature Date

Witnessed by Date