

A Template for Employees to Report Harassment to their Employer

Name and contact information of worker who is reporting workplace harassment:

Your name _____

Your contact information:

Work Phone _____

Cell _____

Home Phone _____

Address _____

Contact information of respondent(s):

Work Phone _____

Cell _____

Home Phone _____

Address _____

Respondent is the person against whom the complaint is being made

Details of the complaint:

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s), and any other details. (Attach additional pages if needed)

Documents/Evidence:

Include any supporting documents (emails, notes, photographs, physical evidence, etc). If you are unable to attach documents and they are relevant please list them below.

Employee's Signature

Date of Report

