



SEXUAL HARASSMENT COMPLAINT FORM

NAME _____

Department _____

Date _____

INSTRUCTIONS:

You must write a complete, detailed account of the alleged sexual harassment. Do the following:

1. Document the incident(s). Be specific in detail (language and conduct). Include date(s); time(s); place(s); and the precise harassing behavior(s).
2. The name(s) of the harasser. (If more than one person is involved, you must write a separate complaint against each, even if they have acted in concert).
3. Whether there were witnesses and their names.
4. The physical and emotional effect it had on you-especially your ability to perform your job.
5. Attach documentation/diary of incidents.
6. You may request the type of remedy needed to alleviate the alleged problem if found to be true.
7. List date(s) you warned the employee about his/her unacceptable behavior.

You will be required to give the original copy(ies) to either your department head or the Superintendent, (to whomever you have elected to report the harassment). You will be given a copy of the completed form.

REMEMBER: Be very specific and explain in detail the offensive language and/or conduct.

The attached sheet is supplied for your complaint. Additional sheets may be supplied and each must be signed and attested to by you.

DEFINITION OF SEXUAL HARASSMENT

"Sexual Harassment" is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

ALLEGATIONS:

I attest that the above information is true and accurate. I understand that willfully filing false complaints with the intent to deceive could result in disciplinary action.

Date _____ Name _____