**Harpursville Central School District**

**Sexual Harassment Complaint Form**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Compliance Officer. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: ny.gov/combatting-sexual-harassment-workplace.**

**Complainant Information**

Name:

Work address:

Work phone:

Job title: Email:

Please indicate your preferred communication method:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Supervisory Information**

Immediate Supervisor’s Name:

Title:

Work phone: Work address:

**Complaint Information**

1. The Complaint of sexual harassment is made against:

Name: Title:

Work address: Work phone:

Relationship to you: [ ] Supervisor [ ] Subordinate [ ] Co-worker [ ] Other (\_\_\_\_\_\_\_\_\_\_)

1. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.
2. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? [ ] Yes [ ] No

1. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

*Answering this last question is optional but may help the investigation.*

1. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

* Speaking with the employee
* Speaking with the alleged harasser
* Interviewing witnesses
* Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Amended: October 10, 2018