

### Harassment Reporting Form for Employees

School \_\_\_\_\_ Date \_\_\_\_\_

Employee's name \_\_\_\_\_  
*We assure you that we'll use our best efforts to keep your report confidential.)*

• Who was responsible for the harassment or incident(s)? \_\_\_\_\_  
\_\_\_\_\_

• Describe the incident(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Were other individuals involved in the incident(s)?  yes  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Did anyone witness the incident(s)?  yes  no  
If so, name the witnesses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Did you take any action in response to the incident?  yes  no  
If yes, what action did you take? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Were there any prior incidents?  yes  no  
If so, describe any prior incidents. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_