**Reporting form template**

This form may be completed by a worker who has allegedly experienced violence or harassment in the workplace.

When completed, send to (department and name of person)

**Complainant information**

Name:

Department:

Position title:

Contact information:

**Respondent information**

Name:

Department:

Position title:

Contact information:

**Description of the alleged violence or harassment**

Please describe, in as much detail as possible, the incident(s) of alleged violence or harassment. You may attach additional pages if required. Please include:

* who was involved;
* what was specifically said or done (words, tone, actions, etc.);
* when it happened (dates and time);
* where it happened;
* any witnesses to the incident(s) (name and contact information, if possible);
* how it affected you;
* whether it was reported to management, with the following details:
	+ name of manager/supervisor
	+ date and time of reporting
	+ actions taken
	+ other relevant details

**Temporary measures**

Do you believe that the employer needs to take any interim measures while the incident is under investigation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe what you think is necessary to prevent this situation from happening again and why.

**Other processes**

Have you initiated any other processes to deal with these allegations of harassment (for example, one-on-one discussions with the respondent, a grievance, contact with the Human Rights Commission, legal action)?

Signature:

Date:

Developed in part based on *WorkplaceNL Harassment Prevention Guide* from WorkplaceNL