

IDENTIFYING INFORMATION ABOUT COMPLAINANT

Name: _____
Surname First Middle

Address: _____ Phone: _____
Street Number City/Province Postal Code

Position/Assignment: _____ School/Department: _____

Date and Time of Incident: _____

Location of Incident (e.g. office, hallways, classroom, school grounds, etc.):

TYPE OF ALLEGED HARASSMENT

Verbal Written Email Other: _____

Additional information on the nature of the alleged harassment, as appropriate (e.g. abusive language, etc.):

Describe the incident (what happened). Describe the behaviour of the alleged harasser and give the frequency.

Describe the response of the complainant to the conduct/comments of the alleged harasser.

Did the alleged harasser carry out threats or promises? If so, how?

IDENTIFYING INFORMATION ABOUT THE ALLEGED HARASSER

Individual(s) name(s) and/or position(s), if known:

If name not known, please provide a description of individual(s): Male Female

Other: _____

WITNESS INFORMATION

Number of Witnesses: _____

Witness(es)' name(s) and/or position(s), if known:

If name not known, please provide a description of individual(s): Male Female

Other: _____

There were no witnesses

GENERAL INFORMATION

Was this incident reported to the supervisor? Yes No

Has an investigation been initiated? Yes No

If yes, please attach a report of the investigation.

Name of the supervisor: _____

Complainant Signature	Date