

Workplace Harassment Complaint Document Example

Complainant Information

Name: [Insert Name]

Department/Position: [Insert Department/Position]

Contact Information: [Insert Email/Phone]

Date of Complaint: [Insert Date]

Respondent Information

Name(s): [Insert Name(s)]

Department/Position: [Insert Department/Position]

Details of the Complaint

[Describe in detail the incident(s), including date(s), time(s), location(s), witnesses if any, and specific behavior(s) or comments perceived as harassment.]

Steps Taken

[Indicate any steps already taken (e.g., informed supervisor, discussed with HR), dates, and outcomes if known.]

Requested Action/Resolution

[Describe the outcome or action you are requesting or expecting as a resolution to this complaint.]

Complainant Signature

Date