

# Incident Report – Harassment Allegation

Report Date:

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Time:

Location:

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## Reporter Details

Name:

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Position/Role:

Contact Information:

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## Subject of Allegation

Name:

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Position/Role:

Department/Team:

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## Description of Incident

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## Details of the Alleged Harassment

Date(s) of Incident(s):

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Time(s):

Location(s):

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Witnesses (if any):

Nature of Harassment:

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## Action Taken/Requested

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**Reporter Signature**

**Date:**