

# Hostile Work Environment Complaint Template

Employee Name:

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Department/Position:

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Date of Report:

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Supervisor/Manager:

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## Complaint Details

Please provide a detailed description of the incident(s):

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Date(s) and time(s) of incident(s):

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Name(s) of person(s) involved:

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Witnesses (if any):

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## Impact

Describe how this has affected your work and well-being:

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## Action Requested

What action would you like the company to take?

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Signature:

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Date:

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