

Harassment Complaint Form

It is _____ policy to investigate fairly, timely and thoroughly all harassment complaints and take appropriate action. If you wish, use this form to document your complaint, and submit it to:

Company Name

Your Name _____

Date _____

The persons involved in the complaint are:

The events involved in the complaint include (please include all relevant dates; attach additional sheets if necessary):

It may become necessary to disclose your identity and/or complaint, as well as to conduct a formal investigation. Should such disclosure become necessary, it will be only to persons who have a need to know your identity or the details and nature of the complaint. Confidentiality will be preserved to the extent possible.

If you have any questions regarding how to file a complaint, please contact:

Name _____

Address _____

Phone Number _____

Email _____

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office can be found at www.eeoc.gov and www.dfeh.ca.gov.