

HARASSMENT COMPLAINT FORM

It is Greater Ward One Waterworks District's policy to provide for a work environment free from all forms of harassment, including sexual harassment, and harassment on the basis of race, color, gender, national origin, religion, sexual orientation, age, genetic information, reprisal, parental status, or disability.

Directions: To facilitate the review process, employees who believe they have been harassed are strongly encouraged to complete this form. This will provide the reviewer(s) with information that is useful in responding as quickly as possible to the complain. Please fill out the form and return it to the President, FJ Armond. If you require additional space, please use a blank sheet of paper.

Background Information

Date:
Your Name: Job Title:
Name and title of the person against whom allegations of harassment are being made:
What Happened?
Please briefly describe the incident(s) and/or behavior(s) that prompt your complaint.
When and where did the incident(s) and or behavior(s) that you are complaining about occur? If there was more than one incident/behavior, please list each date. If you cannot remember exact dates, times or location, please provide approximations.
Why do you think you are being subjected to the incidents and behaviors described above?
Are there any documents (including email, text messages, etc.) related to what happened? If so please list the documents here and attach copies of the documents to this form.

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Did you tell anyone about the incidents/behaviors that occurred that you are complaining about? If so, list their names and the approximate date/time you told them about the incident/behaviors at issue.

Is there any other information that you would like the reviewer(s) to know? If so, please provide it here:

How would you like to see the situation resolved?

Would you like to participate in Alternative Dispute Resolution (ADR) _____ Yes _____ No

The goal of ADR to provide a forum where the complaining and responding parties can, with the aid of a third party neutral, come to a mutually agreed upon resolution.

Acknowledgement

To investigate your complaint, it may be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that it is confidential. Retaliation against any employee who reports a problem or files a complaint of harassment will not be tolerated.

The information provided in this complain is true and correct to the best of my knowledge.

Employee Signature

Date

What happens next: This form will be reviewed and a determination of any action that should be taken. Such action may include an informal inquiry or formal investigation into the harassment allegations. Any investigation/inquiry will be prompt, thorough, and impartial. You will be advised of the conclusions reached after the investigation or inquiry. If it is determined that harassment has occurred, immediate and appropriate correction action will be taken.

Note: An employee who submits this form has **not** filed an Equal Employment Opportunity (EEO) complaint. **If you believe you may have been subjected to discrimination or retaliation, including harassment based on membership in a protected class, you can contact the Agency EEO Program Manager to initiate the EEO process.** An employee who wishes to file an EEO complaint must contact the EEO Program Manager within 45 calendar days of the alleged discriminatory or retaliatory conduct or the date they became aware of the conduct. Failure to do so may result in the dismissal of the EEO complaint.

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PRIVACY ACT NOTICE

Authority - Greater Ward One Waterworks District is authorized to collect his information pursuant to 5 U.S.C. § 8474; 29 U.S.C. § 701 et seq.; 42 U.S.C. § 2000e seq.; and 5 C.F.R. Part 136

Purpose - Greater Ward One Waterworks District will only use this information to uphold GWO's Anti-Harassment policy. By completing and submitting this form, you are authorizing Greater Ward One Waterworks District to use this information to evaluate, respond to, and further investigate your allegation where necessary.

Routine Uses - Greater Ward One Waterworks District will protect the confidentiality of the information you provide to the extent possible, but cannot guarantee complete confidentiality because an effective inquiry usually cannot be conducted without revealing certain information to the alleged harasser and potential witnesses. However, the information will only be used by GWO personnel who need the information to assist in reviewing, evaluating, and resolving your complaint.