

Complaint template

Workplace harassment complaint form

Name and contact information of worker who has allegedly experienced workplace harassment (your name):

Name of alleged harasser(s) and contact information, if available:

Details of the complaint of workplace harassment

- Describe in as much detail as possible the bullying and harassment incident(s),
- Include the (a) names of the parties involved
- (b) any witnesses to the incident(s)
- (c) the location, date and time of the incident(s)
- (d) details about the incident(s) – behaviour and/or words used
- (e) any additional details – attach additional pages if required)

Attach any supporting documents, such as emails, handwritten notes or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature:

Date: