HARASSMENT COMPLAINT FORM
FOR THE PERSON WHO WAS HARASSED

<table>
<thead>
<tr>
<th>Complainant:</th>
<th>Date/Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Email address:</td>
</tr>
<tr>
<td></td>
<td>Emergency Contact:</td>
</tr>
</tbody>
</table>

Type of Conduct
(check all that apply)

- □ unwelcome sexual advances
- □ requests for sexual favors
- □ verbal conduct – slurs, threats, etc.
- □ online bullying/threats- social media, online, emails, etc.
- □ written notes, letters, etc.
- □ visual conduct – body language, gestures, intimidation, etc.
- □ physical conduct – assault, battery, etc.
- □ sexual assault – unwelcome touching, rape, etc.
- □ property damage – destruction, graffiti, arson, etc.
- □ other: __________________________________________

Name of person you believe harassed you: __________________________________________

Describe the incident(s) as clearly as possible. Include a full description of the events, verbal statements (threats, requests, demands, etc.), the location, and what, if any, physical contact was involved. (Attach an additional sheet with your name and email if you need more space.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
List any witnesses who were present: ____________________________

How did the witnesses react?

How did you react to the harassment?

What contact did you have with the alleged harasser before the first incident?

This complaint is based upon my honest belief that ____________________
harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

_________________________________                  ____________________________
Complainant's signature                  Date

_________________________________                  ____________________________
Witnessed by                              Date
Name of Person Alleged to Have Been Harassed: _______________________________________

Respondent/Witness: ____________________________ Date/Time of Incident: ____________

Mailing Address: ________________________________ Phone: _______________________

Email address: ____________________________________________

Emergency Contact: ____________________________

Type of Conduct
(check all that apply)

☐ unwelcome sexual advances
☐ requests for sexual favors
☐ verbal conduct – slurs, threats, etc.
☐ online bullying/threats- social media, online, emails, etc.
☐ written conduct – notes, letters, etc.
☐ visual conduct – body language, gestures, intimidation, etc.
☐ physical conduct – assault, battery, etc.
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☐ property damage – destruction, graffiti, arson, etc.
☐ other: ____________________________________________

Describe the incident(s) as clearly as possible. Include a full description of the events, verbal statements
(threats, requests, demands, etc.), the location, and what, if any, physical contact was involved. (Attach
an additional sheet with your name and email if you need more space.)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
What did you say and do?

______________________________________________________________________________________

______________________________________________________________________________________

What did other people say and do?

______________________________________________________________________________________

______________________________________________________________________________________

List names and contact info for any other witnesses who were present:

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

I hereby certify that the information I have provided in these answers is true, correct and complete to the best of my knowledge.

___________________________________  ______________________________
Signature                          Date
RESPONSE REPORTING FORM
FOR PERSON ACCUSED OF HARASSMENT

Name: ____________________________
Date/Time of Incident: ______________

Mailing Address: ____________________
Phone: ____________________________
Email address: ______________________
Emergency Contact: __________________

Name of person alleged to have been harassed: ________________________________

Describe the incident(s) as clearly as possible. Include a full description of the events, verbal statements (threats, requests, demands, etc.), the location, and what, if any, physical contact was involved. (Attach an additional sheet with your name and email if you need more space.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What did other people say and do?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

List any other witnesses who were present and their contact info: _______________________
__________________________________________________________________________
__________________________________________________________________________
If you admit that statements made in the complaint are correct, why did you act the way that you did? If you disagree, please explain. I hereby certify that the information I have provided in these answers is true, correct and complete to the best of my knowledge.

___________________________________                  ____________________________
Signature                                                      Date

___________________________________                  ____________________________
Witnessed by                                                  Date