



SOCIETY OF EXPLORATION
— GEOPHYSICISTS —

HARASSMENT COMPLAINT FORM FOR THE PERSON WHO WAS HARASSED

Complainant:	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 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



SOCIETY OF EXPLORATION
— G E O P H Y S I C I S T S —

WITNESS REPORTING FORM FOR HARASSMENT

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.
- sexual assault – unwelcome touching, rape, etc.
- 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



SOCIETY OF EXPLORATION
— GEOPHYSICISTS —

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
