SEXUAL HARASSMENT COMPLAINT FORM

Date: 
Time: 

Person filing report: ____________________________________________

Home Address: ________________________________________________

Work Address: ________________________________________________

Home phone: ___________________ Work phone: ___________________

Report of Incident(s). Please provide the following information:

1. Date of alleged incident(s): ________________________________

2. Name of person you believe sexually harassed you:

3. Have you addressed your concern with the person(s) who you are accusing of this harassment?
   ______ Yes
   ______ No

4. Date of incident: __________________________________________

5. Location of incident: ________________________________________

6. List any witnesses that were present:

   __________________________________________________________

7. Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary):

   __________________________________________________________

   __________________________________________________________

This complaint is filed based on my honest belief that ___________________________________________________________ has sexually 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 and belief.

Person filing report: ________________________________

Printed name: _____________________________________________

Signature and date of District employee receiving report:

   ________________________ _______________________
   Signature                  Date

Penlee Public Schools, District 150 does not discriminate on the basis of sex, race, religion, national origin, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap in its education programs or activities.