

# Complaint Inquiry Form Sample for Harassment Cases

This **complaint inquiry form** sample is designed to streamline the reporting process for harassment cases, ensuring all relevant details are accurately captured. It helps organizations address concerns promptly and maintain a safe environment. Using this form improves documentation and supports fair investigation procedures.

Complainant Information

Full Name:

Department/Unit:

Contact Number:

Email Address:

Details of the Alleged Incident

Date of Incident:

Time of Incident:

Location:

Name(s) of Accused/Respondent(s):

Type of Harassment (verbal, physical, sexual, other):

Description of Incident (please include specific details):

Witnesses (if any)

Names and contact details of any witnesses:

Supporting Evidence

List and attach any supporting documentation (emails, messages, images, etc.):

Choose File

No file selected

Consent & Declaration

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☐ I confirm that the information provided above is true to the best of my knowledge and I consent to the organization using it to investigate this complaint.

Submit Complaint