

HR Inquiry Form: Harassment Complaint

Use this **HR inquiry form** sample to effectively address harassment complaints within the workplace. It ensures clear documentation of incidents, helping HR investigate and resolve issues promptly. The form promotes a safe and respectful environment by encouraging employees to report concerns confidentially.

1. Complainant Information

Full Name:

Department:

Email:

Phone Number (optional):

2. Incident Details

Date of Incident:

Location of Incident:

Name(s) of Person(s) Involved:

Description of Incident:

Witnesses (if any):

3. Previous Actions Taken

Have you taken any action regarding this incident?

If yes, please specify:

4. Desired Resolution/Outcome

What outcome do you hope to achieve?

☐ I confirm that the information provided is accurate to the best of my knowledge and understand this report will be handled confidentially in accordance with company policy.

Note: All complaints will be kept confidential and will be handled in accordance with the company's anti-harassment and non-retaliation policies.