

Employee Statement Form: Harassment Incident Report

This **employee statement form** sample is designed to document incidents of harassment clearly and accurately. It helps ensure that all relevant details are recorded for proper investigation and resolution. Using this form promotes a safe and respectful workplace environment.

Employee Information

Employee Name:

Department:

Contact Information:

Incident Details

Date & Time of Incident:

Location of Incident:

Person(s) Involved (Alleged Harasser(s)):

Witnesses (if any):

Statement of Incident

Please describe the incident in detail (including what happened, what was said or done, and your response):

How did this incident impact you?

Have you reported this or similar incidents before? If yes, please provide details:

What actions would you like to see taken?



I confirm that the information provided above is true and accurate to the best of my knowledge.

Date:

Signature:

Submit