

# 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**