

# Harassment Complaint Log Form Sample

This **harassment complaint log form sample** provides a structured way to document incidents of harassment, ensuring accurate and detailed records. It helps organizations track complaints systematically and respond appropriately. Using this form promotes transparency and supports a safe workplace environment.

**Complainant Name:**

**Department/Unit:**

**Date of Complaint:**

**Name of Alleged Person(s):**

**Date of Incident:**

**Time of Incident:**

**Location of Incident:**

**Description of Incident:**

**Names of Witnesses (if any):**

**Action Requested/Action Taken:**

**Received By:**

**Date Received:**

**Submit Complaint**

## Complaint Log Table (Example)

Date of Complaint	Complainant	Alleged Person(s)	Incident Date	Location	Description	Status/Action Taken
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Date of Complaint	Complainant	Alleged Person(s)	Incident Date	Location	Description	Status/Action Taken
2024-02-10	Jane Doe	John Smith	2024-02-09	Conference Room B	Unwelcomed comments during the meeting.	Investigation ongoing
2024-03-05	Mark Evans	Susan Lee	2024-03-02	Main Office	Offensive jokes directed at employee.	Warning issued