

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
-------------------	-------------	-------------------	---------------	----------	-------------	---------------------

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