

Employee Inquiry Form: Workplace Harassment

This **employee inquiry form** sample is designed to document and address workplace harassment complaints efficiently. It ensures a clear, confidential process for employees to report incidents, promoting a safe and respectful work environment. Utilizing this form helps organizations respond promptly and appropriately to harassment concerns.

Date of Submission

Employee Name

Your full name

Department/Team

Department or Team

Contact Information (Phone/Email)

Contact details

Date of Incident

Location of Incident

Where did it happen?

Name(s) of Individual(s) Involved

Person(s) involved

Description of Incident

Please describe the incident in detail. Include what happened, what was said/done, and any witnesses.

Witnesses (if any)

Names of witnesses

Actions Taken (if any)

Describe any steps you have already taken regarding this incident.

Desired Outcome/Resolution

What resolution are you seeking?

Consent to Investigate

Yes, I consent to an investigation

This form is confidential. HR will only share information as necessary to investigate and resolve your concern.

Submit Inquiry

This is a sample template. Please adapt to your organization's specific policies and requirements.