

# 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.*