

Workplace Harassment Complaint Report Form

This **workplace harassment complaint report form sample** provides a clear and structured way for employees to document incidents of harassment. It ensures all necessary details are accurately captured to support a fair investigation. Using this form helps promote a safe and respectful work environment.

1. Complainant Information

Your Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Department:	<input type="text"/>
Contact Information:	<input type="text"/>

2. Details of the Incident

Date of Incident:	<input type="text"/>
Time of Incident:	<input type="text"/>
Location:	<input type="text"/>
Person(s) involved (alleged offender):	<input type="text"/>
Witness(es):	<input type="text"/>

3. Description of Incident

Please provide a detailed description of the incident, including what was said or done, and the context.

4. Previous Actions Taken (if any)

If you have already reported this incident or took any actions, please describe below:

5. Desired Outcome

Please state what outcome you are seeking in relation to this complaint:

Signature:

Date:

Submit Complaint