



**CIUT**  
**89.5FM**  
www.ciut.fm

# Workplace harassment complaint form

FINAL: August 5, 2020

*Note: Whether the worker uses this complaint form or not, the employer is still obligated to ensure an investigation appropriate in the circumstances is conducted into an incident of workplace harassment or violence that they are made aware of. This form is to be used for reporting all types of workplace harassment, including sexual harassment.*

**Name and contact information of worker who is reporting the alleged workplace harassment or violence. (your name):**

**Name of worker who has allegedly experienced workplace harassment or violence (if it is different than above and the individual filing the report is a witness to the alleged conduct):**

**Name of alleged harasser(s) and contact information, if available:**

## **Details of the complaint of workplace harassment:**

Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. (Attach additional pages if required)

## **Relevant documents/evidence**

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.



**CIUT**  
**89.5 FM**  
www.ciut.fm

# Workplace harassment complaint form

FINAL: August 5, 2020

Signature:

Date: