

SEXUAL HARASSMENT REPORTING

Use this form to report sexual harassment. It can be used by someone experiencing or seeing sexual harassment.

- If you need to, get someone you trust to help you fill it in.
- Give the completed form to: (insert name of the relevant person in the organisation)

This report will be treated confidentially. It will only be provided to the subject(s) of the complaint, support persons (including representatives) and those involved in investigating and considering it.

Name:

Position within the organisation:

When did the incident(s) happen: *(date and time)*

Provide details of the incident, for example:

- *Where did it occur?*
- *Who was present?*
- *What was said or done? Who by? What's their position?*
- *Who witnessed this incident?*
- *How did this incident make you feel?*
- *How has this incident affected you?*
- *Have you taken any actions? If so, what?*
- *What would you like to happen next?*

- I understand that I can seek help to complete this form.
- I understand that the information provided in this report will be disclosed to the parties involved.
- I declare to the best of my knowledge the information provided in this form is true and correct.

Name:

Date: / /