



Complaint Form for Reporting Sexual Harassment

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Resource Center for Independent Living, Inc. (RCIL) Human Resources Department. You will not be retaliated against for filing a complaint in good faith.

If you are more comfortable reporting verbally or in another manner, RCIL will still follow its Sexual Harassment Policy by investigating claims as outlined at the end of this form. RCIL may complete this form on your behalf and provide it to you for your review and signature.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace.

Complainant Information:

Name:

Home Address:

Home Phone:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method (circle one): Email Phone In person

Supervisory Information:

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:



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Complaint Information:

1) Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you (circle one): Supervisor Supervisee Co-Worker Other

2) Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3) Date(s) sexual harassment occurred:

Is the sexual harassment continuing (circle one): Yes or No

4) Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:



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The last question is optional, but may help the investigation:

- 5) Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Print Name: _____

Signature: _____

Date: _____

Instructions for RCIL:

If RCIL receives a complaint about alleged sexual harassment, RCIL will follow our sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the investigation results along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.