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GBAA

GBAA-R

HARASSMENT REPORT

IDENTIFYING INFORMATION ABOUT COMPLAINANT

Name _____

Contact Number _____ Address _____

Position/ Assignment: _____ School / Department: _____

Date & Time of Incident(s) _____

Location of Incident: (specify, e.g. office, hallway, classroom, school grounds, etc.)

TYPE OF ALLEGED HARASSMENT Verbal Written Email Other _____

Additional information on the nature of the alleged harassment, as appropriate (e.g.: abusive language, etc.)

Describe the incident (what happened). Describe the behaviour of the alleged harasser and give the frequency.

Describe the response of the complainant to the conduct / comments of the alleged harasser.

Did the alleged harasser carry out threats or promises? If so, how?

IDENTIFYING INFORMATION ABOUT THE ALLEGED HARASSER

Individual's name and / or position, if known.

If name not known, please provide a description of individual(s). Male Female

Other:

WITNESS INFORMATION

Number of Witnesses _____

Witness(es)' Name(s) and Position(s), if known. If not known, include a description.

Other:

There were no witnesses

GENERAL INFORMATION

Was this incident reported to the supervisor? Yes No

Has an investigation been initiated? Yes No

If yes, please attached a report of the investigation.

Name of the supervisor _____

Signature of Complainant

Date