

**VICTOR CENTRAL SCHOOLS
SEXUAL HARASSMENT COMPLAINT FORM**

New York State Labor Law § 201-g requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit this form to the Personnel Administrator. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting the alleged harassment verbally or in another manner, the Personnel Administrator or designee should complete this form on your behalf, provide you with a copy and follow the Victor CSD sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

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

COMPLAINANT INFORMATION

Name: _____

Work Address/Building: _____ Work Phone: _____

Program/Department: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In Person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your alleged complaint of Sexual Harassment is made regarding:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other _____
Please specify

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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 continuous or ongoing? Yes No

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

Question number five (5) is optional, but may assist with 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?

Signature: _____

Date: _____