

Workplace Harassment Complaint Form Instructions

If you believe you have been harassed by a CreativeHub team member, please complete this report and submit it in accordance with the provisions outlined in the Workplace Harassment Policy and Program found in the Employee Handbook. Please refer to the Workplace Harassment Policy and Program for further information. ***Please print clearly.***

Attach a separate page/s if necessary.

The person who experienced the alleged harassment is referred to as the 'complainant'. The person who did the alleged harassing is referred to as the 'alleged harasser'.

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 or on a separate page.

Complainant Signature

Date

Complainant Name	
Complainant Position	
Complainant's Manager Name	
Alleged Harasser Name	
Alleged Harasser Position	
Date of Latest Incident	
Is this the first incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please list date/s of previous incidents
Name of person completing this report, if it's not the Complainant	

Is this the first incident/s? Yes No. *If no, please complete the following table.*

Previous Incidents

Incident Date	

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Incident Date (DD-MM-YR)	Summary	Reported ? Yes or No	Name of person incident reported to	Position of person incident reported to