

# RSU 23 Harassment and Sexual Harassment Report Form

RSU 23 maintains a firm policy against all types of harassment. All persons (students, employees and visitors) are to be treated with respect and dignity. Harassment creates an intimidating, hostile or offensive environment, and will not be tolerated under any circumstances (see RSU 23 policies ACAA and ACAB). After completing this form, please submit it to your direct supervisor, principal or to the RSU 23 Affirmative Action Coordinator. Please keep a copy for your records as well.

Complainant: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Date of alleged incident: \_\_\_\_\_ Time: \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as verbal statements (i.e. threats, requests, demands, etc...), if force was used or physical contact was involved, and what you did to avoid the situation (attach additional pages if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has created a harassing and hostile school/work environment. I hereby certify that the information I have provided in this complaint is true, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

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**(For Office Use Only)**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Date Action Taken: \_\_\_\_\_

Report completed by: \_\_\_\_\_