



Sexual Harassment Complaint Form

Be advised: You will never be retaliated against for filing a complaint in good faith. Viable Options will address all reports of sexual harassment promptly and with due process for all parties.

If you believe that you have been subjected to sexual harassment, you are strongly encouraged to complete this form and submit it to the CEO, Josh McGrath, via email (josh@viableoptions.org), in person, or by mail to 11 Court St., Canton, NY 13617 (c/o Josh McGrath). If this complaint is against the CEO, submit the form to the chair of the Viable Options board.

If you are more comfortable reporting verbally or in another manner, your direct supervisor and/or the CEO will complete this form, provide you with a copy, and follow the Sexual Harassment Prevention Policy for investigating the claims as outlined at the end of this form. (For additional resources, visit: www.ny.gov/programs/combating-sexual-harassment-workplace)

Employee Information

Name:

Title:

Name of direct supervisor:

Title:

Complaint Details

Offending party name:

Title:

Name of offending party's direct supervisor:

Title:

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



Date(s) that alleged sexual harassment occurred:

Is the sexual harassment still occurring?

- Yes
 No

Have you addressed this situation with the offending party and/or attempted resolution in any way?
(not a requirement)

- Yes
 No

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

Have you discussed the situation with anyone that is not a witness and/or able to corroborate your complaint?

- Yes
 No

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?

By signing below, you acknowledge that, to the best of your knowledge, everything you have written above is accurate and truthful. Allegations of sexual harassment are very serious and should never be made without substantiation. Knowingly false accusations will be cause for disciplinary action, up to and including permanent dismissal.

Employee signature:

Date:
