

To: Human Resources Department

Sexual Harassment Report

Date:

| <u>Name of Target (Employee)</u> | <u>Name of aggressor</u> | <u>Company name</u> | |
|---|----------------------------------|--|----------------------------------|
| <u>Hostile Environment</u> | Check all that apply ✓ | <u>Unwelcome Advances, Harassment Per Se</u> | Check all that apply ✓ |
| lewd speech, offensive sexual comments | | Unwanted touching | |
| Unwelcome comments about target's body or physique | | Unnecessary seclusion in the office of a supervisor or higher ranking employee | |
| Sexual Staring | | Romantic or Sexual suggestions | |
| Gossip, questioning or probing others about employee's romantic relationship status | | Explicit or implied career threats or offers of career advancement | |
| Supervisor manipulates opportunities to visit your personal workspace; | | Supervisor plans travel or off-site meetings as a ruse to make advances | |
| Unwanted attention or flirtation | | Supervisor offers unsolicited "mentoring or extra help" as a ruse for contact or closeness | |
| Other | | Other | |
| X | | | |

Employee Signature

Dated: