

**Flint Public Library
Harassment Complaint Form**

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

Who was responsible for the harassment? _____

Were others involved with the harassment? If so, who were they? Describe their involvement _____

Date/Time/Place of the harassment? _____

Describe the incident and type of harassment _____

List any witnesses to the harassment _____

Describe any subsequent incidents _____

Any other pertinent information? _____

Signature: _____ **Date:** _____

Administrative Follow-up Form--Harassment

Date of Investigation: _____

What action was taken? _____

Date (s) of follow-up conference (s)_____

Results of the conference (s)_____

Date of Final Report: _____

Date Copy of Report sent to Employee: _____

Signature of Director

Signature of Employee