

## Sexual Harassment and Sexual Violence Employee/Staff Report Form

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### General Statement of Policy Prohibiting Sexual Harassment

The Portsmouth School Department maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

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

School Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s)

\_\_\_\_\_

Name of person you believe has engaged in sexual harassment or sexual violence:

\_\_\_\_\_

\_\_\_\_\_

Name of person(s) who were the target of the harassment, if any (you, a friend, etc.)

\_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present:

\_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what specific verbal statements were made, if any (including comments, threats, requests, demands, etc.); what, if any, physical contact was involved; what force, if any, was used; was this verbally reported to anyone. (Attach additional pages if necessary.)

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This complaint is filed based on my honest belief that sexual harassment or violence has occurred. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_