Workplace Harassment Complaint Form

Capturing the right information is crucial to an effective harassment investigation.

OHS laws require employers to provide a clear and accessible method for workers to submit complaints about the workplace harassment they experience or witness. In addition to being required by law, incident reporting protocols are critical to ensure a full and fair investigation of the complaint. Here’s a Model Harassment Complaint template that you can adapt to ensure effective reporting. Designate a person or department to receive complaints and provide for an alternative recipient that workers can resort to when the primary designate is involved in the alleged harassment.