New Hartford Public Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Director or a member of the Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

<table>
<thead>
<tr>
<th>COMPLAINANT INFORMATION</th>
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<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Work Address:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Select Preferred</td>
</tr>
<tr>
<td>Communication Method:</td>
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<tr>
<th>SUPERVISORY INFORMATION</th>
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<tr>
<td>Immediate Supervisor's</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Work Phone:</td>
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COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:
   
   Name:  
   Title:  
   Work Address:  
   Work Phone:  
   Relationship to you:  
   ✔ Supervisor  
   ☐ Subordinate  
   ☐ Co-Worker  
   ☐ Other

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

3. Date(s) sexual harassment occurred:
   
   Is the sexual harassment continuing?  
   ✔ Yes  
   ☐ No

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

The last question is optional, but may help the investigation.

5. 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?

Signature: __________________________  Date: __________________

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.
An investigation involves:
- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Approved: 12/19/18