0110-E

Complaint Form
Reporting Sexual Harassment

NEW YORK STATE | Combating Sexual Harassment

Valley Stream UFSD Thirteen

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees 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 Gerard Antoine, Asst. Superintendent for Business and Human Resources, 585 N. Corona Ave., Valley Stream, NY 11580 or email gantoine@valleystream13.com. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combatting-sexual-harassment

COMPLAINANT INFORMATION

Name:

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

Select Preferred Communication Method: (please select one)

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

   Name: Title:

   Work Address: Work Phone:

Relationship to you. ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. 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 that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Valley Stream UFSD Thirteen? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

   Yes No

   Have you instituted a legal suit or court action regarding this complaint?

   Yes No

Have you hired an attorney with respect to this complaint?
Yes No

I request that Valley Stream UFSD Thirteen investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, 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.

1st Reading for Adoption: October 23, 2018
2nd Reading & Adoption: November 27, 2018