

CARNEGIE HALL

Harassment Complaint Form

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Human Resources by email or in person. You will not be retaliated against for filing a complaint.

If you are reporting more than one incident, please use a separate form for each incident. If the space provided below is insufficient, please staple additional pieces of paper to this form.

Name of the Complainant:

Department:

Phone Number:

Email:

Today's Date:

Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

Name of the Accused:

Department:

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.):

Phone Number:

Email:

Date of Incident:

Please explain the events that occurred, including location, type of behavior, how it affects your work, etc.:

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

**Is there any physical evidence that supports your complaint (e.g., notes, emails, letters, etc.)?
If so, please attach a copy of the evidence.**

What is your desired outcome of the investigation?

Other comments (if any):

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Carnegie Hall deems relevant. I understand that the investigation must be kept as confidential as possible, but that Carnegie Hall will need to speak with the accused and the witnesses identified. Carnegie Hall will notify all persons involved in the investigation that it is confidential, and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including discharge.

Signature

Date