



## Complaint Form for Reporting Harassment

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

If you believe that you have been subjected to harassment or gender discrimination, you are encouraged, but not required, to complete this form and submit it to the library director/ manager: in person, by email, or USPS. No employee will be retaliated against for filing a complaint.

Contact information for Lyons Public Library:

122 Broad Street Lyons NY 14489

Phone: 315-946-9262

Report by email at: [LYONSLIBRARYDIRECTOR@OWWL.ORG](mailto:LYONSLIBRARYDIRECTOR@OWWL.ORG)

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 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](https://ny.gov/programs/combating-sexual-harassment-workplace)**

### COMPLAINANT INFORMATION

Name:

Job Title:

Email:

Work Address:

Work Phone:

Select Preferred Communication Method:

☐ Email

☐ Phone

☐ In person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Job Title:

Email:

Work Address:

Work Phone:

*Adoption of this form does not constitute a conclusive defense to charges of unlawful harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

## COMPLAINT INFORMATION

1. Your complaint of harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Supervisee ☐ Co-Worker ☐ Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them. .

3. Date(s) harassment occurred:

Is the harassment continuing? ☐ Yes ☐ No

4. If possible, 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 provided information (verbal or written) about related incidents?

☐ Yes ☐ No

If yes, when and to whom did you provide information?

*This is not required:* If you have retained legal counsel and would like us to work with them, please provide their contact information.

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

### Employer Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide the complainant with a copy of this completed form.**

## **Instructions for Employers**

If you receive a complaint about alleged harassment, follow your 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.

Harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.