

NLSchools refers to all public K-12 English schools and school-related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

APPENDIX D - Harassment Report Form

In accordance with the NLSchools [Respectful Workplace/Harassment Prevention and Resolution](#) Policy and Occupational Health and Safety Legislation, this form is to be completed in situations where an employee feels there is a violation of this policy. When completed, the form is to be submitted to the NLSchools **Human Resources Division** for action and follow up. As in accordance with the Respectful Workplace Administrative Procedures, concerns should first be directed to the immediate supervisor, if appropriate.

Name and contact information of employee who is reporting workplace harassment:

Name: _____ Position Title: _____

Division: _____

Phone Numbers:

Work: _____ Residence: _____ Cell: _____

Address:

Name and contact information of respondent(s)*:

Name of respondent(s): _____

Contact information of respondent(s)**:

Phone Numbers:

Work: _____ Residence: _____ Cell: _____

Address:

*Respondent is the person against whom the complaint is directed.

** The individual reporting harassment may not have access to the contact information for the respondent. The employer may provide this information.

Details of the complaint:

Please describe in as much detail as possible the incident, names of parties involved, names of witnesses, date(s), time(s) and location(s) of the incident(s) and any other details. Attach additional pages if needed.

Documents/Evidence:

Include any supporting documents (emails, notes, photographs, physical evidence, etc). If you are unable to attach relevant documents please list them below.

Other Processes:

Have you initiated any other processes to deal with these allegations of harassment (i.e. one-on-one discussions with alleged harasser, grievance, Human Rights Commission, legal action, etc.)

Confidentiality and Employees' Rights:

NLSchools and its managers will not identify a complainant, an alleged harasser, or any circumstances about a complaint, including personal information, to anyone, unless it is necessary:

- for the purpose of the investigation
- for corrective action relating to the complaint
- where required by law

This plan is not intended to discourage a worker from exercising his or her rights under the [Human Rights Act, 2010](#), [the Criminal Code \(Canada\)](#) or any other law of the province or of Canada.

Employee Name: _____

Signature: _____ **Date of Report:** _____