



## **Sexual Harassment Claim Form Reporting Instructions**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit via email to:

Michele Reposa  
Human Resource Manager  
Chipton-Ross  
(800) 927-9318  
Mreposa@chiptonross.com

Or

Michelle Jess  
Human Resource Personnel Administrator  
Chipton-Ross  
(800) 927-9318  
Mjess@chiptonross.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.

# **Chipton-Ross Sexual Harassment Claim Form**

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## **COMPLAINANT INFORMATION**

Name:

Home Address:

Work Address:

Home Phone:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:      Phone                      Email

## **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:

5. Have you previously complained or provided information (verbal or written) about sexual harassment while employed at Chipton-Ross?

Yes      No

6. If yes, when and to whom did you complain or provide information?

***I request that Chipton-Ross 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:*** \_\_\_\_\_