



Complete this form electronically. Boxes will expand to fit content.

<b>Name of the Complainant</b> (First Name, Last Name)	
<b>Today's Date</b>	
<b>Name of the Accused</b>	
<b>Relationship of the Accused to the Complainant</b> (manager, co-worker, client, etc.)	<input type="checkbox"/> Manager <input type="checkbox"/> Co-worker <input type="checkbox"/> Client <input type="checkbox"/> Other
	<b>If "other", provide details:</b>

**INCIDENT DETAILS**

If you're reporting more than one incident and date, copy and paste the following section.

<b>Incident Date</b>	
<b>Location</b>	
<b>Incident Details</b> Provide as much detail as possible in your own words	
<b>How did you react?</b> Did you take any action to stop perceived inappropriate behavior?	
<b>Were there any witnesses to this incident?</b> (If yes, please provide their names.)	
<b>Is there any physical or written evidence that supports your complaint?</b>	

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This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.