

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**

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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>	

If yes, please attach copy

Preview for this page is not available.

### Template Features

- Fully editable in Word & Excel.
- Each template has its very own help page.
- Templates & employee manuals created for today's workforce. Casual tone, gender-neutral & written in plain English.
- Forms include a separate instruction document for staff.
- Compliant & professionally written in one voice.
- Fresh, clean & easy to read. Uses consistent modern styling.
- Save time & money. It's easier to edit than create from scratch!

Describe how you have suffered from the event

What is your desired outcome from the investigation?



### About the HR Toolkits

**HR Toolkit for Small Business** provides the tools and resources you need to create and maintain HR fundamentals for small Canadian businesses.

**HR Toolkit for Consultants** provides a complete solution and licensing for creating and maintaining HR fundamentals for your Canadian small business clients.

### ADDITIONAL INFORMATION

### What's Included

 HR Builder	 HR Hub
<b>Set up an HR Department</b>	<b>Support your HR Function</b>
Create HR Materials	Resources & Support
Identify HR Priorities 250+ Premium Templates Employee Manuals HR Kits HR Processes Download HR Folders Create HR Intranet	COVID-19 Portal Legislation Portal Remote Workforce Portal What's New & Updates Email Notifications Employment Lawyers Help & Support

### ATTESTATION

The informant agrees to cooperate with the investigation.

Complainant's signature

I am willing to be interviewed.