DIX HILLS FIRE DISTRICT

Complaint Form for Reporting Sexual Harassment

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

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Chief of the Department, District Manager, or Board of Fire Commissioner, whomever you are most comfortable with. 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.

For additional resources, visit: ny.gov/combatting-sexual-harassment

COMPLAINANT INFORMATION

Name: _____

Home Address: _____ Work Address: _____

_____/_____

Home Phone: _____ /Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: _____

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: _____

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at [***Dix Hills Fire District***]? If yes, when and to whom did you complain or provide information? _____

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency? ☐ Yes ☐ No

   Have you instituted a legal suit or court action regarding this complaint?
   ☐ Yes ☐ No

   Have you hired an attorney with respect to this complaint?
   ☐ Yes ☐ No

I request that [Dix Hills Fire District] 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:* _____