

# BANCROFT PUBLIC LIBRARY

## HARASSMENT AND DISCRIMINATION COMPLAINT FORM

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form 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 Library Director or Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Library Director or Board of Trustees should complete this form, provide you with a copy and follow the Bancroft Harassment and Discrimination Policy by investigating the claims as outlined at the end of this form. For additional resources, visit: [ny.gov/programs/combatting-sexual-harassment-workplace](http://ny.gov/programs/combatting-sexual-harassment-workplace)

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method:     Email     Phone     In person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title: \_\_\_\_\_

Address:

### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to you:     Supervisor     Subordinate     Co-Worker     Other

2. Please describe what happened and how it is affecting you and your work. 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

ANTI-HARASSMENT COMPLAINT FORM

Page | 2

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

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The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

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If you have retained legal counsel and would like us to work with them, please provide their contact information.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Adopted:** November 6, 2018

**Revised:** December 12, 2023