



DoveLewis

#1 CHOICE FOR ANIMAL EMERGENCIES

Sexual Harassment Interview Template

Name of the Complainant:

Title & Department:

Today's Date:

Name of the Accused:

Title & Department:

Relationship of the Accused to the Complainant (manager, co-worker , etc.):

Date of Incident(s):

Where did the specific event(s) occur?

Details of the event(s) that occurred:

Was any action taken to stop perceived inappropriate behavior?

Were there any witnesses to these specific events? (List names)

Is there any physical evidence that supports the complaint (emails, texts, etc)? (If so, attach)