



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:

Five Towns College Title IX Coordinator:

Name/Title: Dana Gioe, J. D.

Office Address: FTC, Room 104A

Telephone Number: (631) 656-2189

Email Address: dana.gioe@ftc.edu

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.

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

COMPLAINANT INFORMATION

Name:

Job Title:

Home Address:

Home Phone:

Work Phone:

Work Address:

Email:

Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you (please select one):

Supervisor Subordinate Co-Worker Other

1. 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.

2. Date(s) sexual harassment occurred:

3. 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 remaining items are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Five Towns College? 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

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

8. Have you hired an attorney with respect to this complaint?

Yes No

I request that Five Towns College investigate this complaint of sexual harassment according to its stated policies and procedures, and advise me of the results of the investigation.

Signature: _____ Date: _____