



## Harassment Report

### Identifying Information of complainant

Name	_____
Position	_____
Contact Number	_____
Address	_____
School/Department	_____

### Details of incident

Location of Incident (specify, e.g.: office, hallway, classroom, school grounds, etc.)  
\_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Nature of harassment

- Ancestry, including colour and perceived race
- Nationality or national origins
- Ethnic background or origin
- Religion or creed or religious belief, religious association or religious activity
- Age
- Sex or gender, including circumstances related to pregnancy
- Sexual orientation
- Sexually inappropriate
- Marital or family status
- Source of income
- Physical or mental disability or related characteristics
- Psychological
- Other \_\_\_\_\_

Format of harassment

- Verbal
- Written
- Email
- Other \_\_\_\_\_



Describe the incident (what happened):  
*Attach additional written description if require*

**Information of the Individual with whom the incident occurred**

Individual's name and or position, if known:

\_\_\_\_\_

Description, if individual's name and position not known:

Male       Female

Age: \_\_\_\_\_      Height: \_\_\_\_\_      Weight: \_\_\_\_\_

Other: \_\_\_\_\_



### Witness Information

There were witnesses

Number of Witnesses \_\_\_\_\_

Witness(es)'s Name(s) and Position(s), if known.  
If not known include a description.

\_\_\_\_\_  
\_\_\_\_\_

There were no witnesses

### General Information

Was this incident reported to the supervisor?       Yes       No

Name of the supervisor \_\_\_\_\_

Have an investigation been initiated?       Yes       No

\_\_\_\_\_  
Date

**Please Save/Download a copy of this report and email to the following People:**

Principal - If Applicable

Safety Officer - Bob Gaiser (bgaiser@pwsd.ca)

Superintendent - Stephen David (sdavid@pwsd.ca)