



**Niagara Falls Rowing Club
Workplace Harassment Complaint Form**

This form can be used to report allegations of any form of workplace harassment or workplace violence. If you chose not to use the form, please do your best to include all relevant information in a report.

Name and contact information of worker who has allegedly experienced workplace harassment (your name):

Name of alleged harasser(s) and contact information, if available:

Details of the complaint of workplace harassment

Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behavior and/or words used); (e) any additional details. (Attach additional pages if required)



Relevant documents/evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature

Date

Once completed please give your report to the General Manager/President of the Board or any Board Member – whoever you feel is appropriate. Note as part of the investigation process the details of the complaint as indicated on this form will be shared with the individual(s) involved.