A written complaint alleging harassment should include the specific nature of the incident, date and place of incident, names of all parties involved as well as a detailed report of all pertinent facts. Complaints of harassment will be promptly and carefully investigated.

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| Date of Incident: |  |  | Name: |  |
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| Location of Incident |  |
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| Names of Parties Involved: |  | Witnesses: |
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| Nature if Incident: Be as detailed as possible: |
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| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 6/28/2006 | Safety Director | Minor Update |
| 1 | 10/7/2011 | Safety Director | Annual review |
| 1 | 11/12/2013 | Safety Director | Annual review |
| 1 | 7/19/2016 | Safety Director | Annual review |
| 1 | 12/3/2017 | Safety Director | Annual review |
| 1 | 6/22/2018 | Safety Director | Annual review |
| 1 | 6/10/2019 | Safety Director | Annual review |
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