**HARRASSMENT COMPLAINT NOTIFICATION**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

This template is a general assessment of the position description to be completed by the employer as part of the recruitment process.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## **HARRASSMENT COMPLAINT NOTIFICATION**

## Section One: Personal details

Employee name: Department/Section:

Position: Manager:

Interviewed by: Type of complaint:

Date:

## Section Two: Details of complaint

Describe the nature of your complaint and against whom the complaint is made:

Describe the specific incidents that caused concern/distress. Please describe exactly what occurred and when:

Were there any witnesses to the incident/s you have described? If so, who are they (name and position)?

Please read the above carefully. Does it describe your complaint fully? If not, please add further details on the
reverse of this page:

If your complaint is substantiated, [ORGANISATION] will respond in accordance with our harassment policy. What resolution are you seeking (if any) in addition to our action?

Note: Describe possible resolutions, and detail what the organisation's policy is before asking this question.

## Section Three: Declaration

I request that the above statement be submitted as a formal complaint.

Signed: Date: