

## Sexual Harassment Complaint Procedure

The following applies only to allegations of violation of the organizations policies. Allegations of any criminal offense should be reported directly to the correct authorities and not to the organization. If at any point in the investigative process, potential criminal offenses are discovered, the proper authorities will be notified and the investigative process will be suspended until approved by the proper authorities to resume. The Board of Directors, CEO or designee have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

**Step 1:** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the CEO or any Board Member. Complaints against the CEO shall be presented to the President of the Board of Directors. The Board shall designate a neutral party to investigate the complaint. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step 2:** The CEO or Board Member receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten business days after receipt of the information or complaint unless an official law enforcement investigation is initiated. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The Board Member(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and other materials on their own behalf.

**Step 3:** If a complainant is not satisfied with the information provided at Step 2, he/she may submit a written appeal to the President of the Board of Directors. Such appeal must be filed within 10 business days after receipt of the Step 2 decision. The President or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The President or designee shall provide a written decision to the complainant within 20 working days.

A copy of all sexual harassment complaints and documentation will be maintained as a confidential file.

## Sexual Harassment Complaint Form

Name of complainant: \_\_\_\_\_

Address of complainant: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of complaint: \_\_\_\_\_ Date complaint received: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date, time and place of incident(s): \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses, if any: \_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (Attach copies if possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I attest the above information is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Witness Disclosure Form

Name of witness: \_\_\_\_\_

Address of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of testimony/interview: \_\_\_\_\_

Description of instance witnessed (date/time/location): \_\_\_\_\_

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

Any other information: \_\_\_\_\_

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

I attest the above information is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_