

# Harassment Complaint Procedure Template

## Purpose

[Describe the overall purpose of the procedure]

---

## Scope

[Define to whom the procedure applies]

---

## Definitions

[Include definitions relevant to harassment and complaints]

---

## Procedure

### 1. Reporting:

[Describe how and to whom complaints can be made]

### 2. Investigation:

[Outline the process for investigating the complaint]

### 3. Resolution:

[Describe how outcomes are determined and communicated]

### 4. Follow-up:

[Specify any follow-up procedures]

---

## Confidentiality

[State how confidentiality will be maintained]

---

## Responsibilities

- [List responsible persons/roles and their duties]

---

## Record Keeping

[Describe how records will be kept and for how long]

---

## **Review and Monitoring**

[Explain how and when the procedure will be reviewed]

---

## **Sign-Off**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

---