

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

- Reporting:**
[Describe how and to whom complaints can be made]
 - Investigation:**
[Outline the process for investigating the complaint]
 - Resolution:**
[Describe how outcomes are determined and communicated]
 - 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: _____
