



Alleged Sexual Harassment Complaint Form

Name of Harrassed: _____

Phone #: _____

Address: _____

1. Your complaint of Alleged Sexual Harassment is made against:

Name: _____

2. Relationship to you: _____

3. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence: _____

4. Date(s) alleged sexual harassment occurred: _____

5. Did you discuss and notify the alleged wrongdoer of their actions and did you ask them to stop? _____

6. Is the alleged sexual harassment continuing? _____ (Yes/No)
a. If Yes, please describe the incident(s) as like step 3 above.

7. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint: _____

8. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information? _____

9. There will be an interview process with the Current Board Liaison and the Spiritual Leader, is there a preference to have 2 females, 2 males, or it doesn't matter? Please indicate preference: _____
10. If you have retained legal counsel and would like us to work with them, please provide their contact information. _____
11. Have there been any medical expenses associated with this alleged harassment? _____, if so; please provide documentation.
12. What action do you want, if any? _____
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Signature: _____ Date _____

Please add documents or additional pages as necessary.

When a complaint about alleged sexual harassment is received the following will take place:

An investigation will follow by the investigating team: The Current Board Liaison and the Spiritual Leader/Minister or the preference of the Harassed listed in question #8 above.

- Speaking with the alleged Harassed with the investigating team, using the above document.
- Speaking with the alleged harasser by the investigating team.
- Interviewing witnesses, if any, by the investigating team.
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

The findings will be documented and the corrective actions taken will be communicated to the initiator(s) of the complaint as well as the individual(s) against whom the complaint was made.

~Rev. Cay Tomerlin

March 8, 2021