



State of New York
Governor's Office of Employee Relations
**SEXUAL HARASSMENT COMPLAINT/RESOLUTION
REPORT FORM**

Reporting Period: January 1, 2011 – December 31, 2011
Complete one form for *each* complaint resolved during the reporting year.
(See instructions)

Agency Name: _____ Agency Code: _____

Today's Date: _____ Date of Complaint: _____ Date of Resolution: _____

Form Completed by (Please Print): _____ Email: _____

Please provide the following confidential information about the complaint and its resolution:

Parties

Indicate in the boxes below the number of complainants (the person or persons who filed the complaint) and the number of respondents (the person or persons whom the complaint accuses of sexual harassment):

	Complainants		Respondents	
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male

Conduct Alleged

Check ALL of the forms of sexual harassment that the complaint alleges:

- Unwelcome sexual advance
- Request for sexual favors
- Sexual assault
- Other verbal conduct of a sexual nature
- Other physical conduct of a sexual nature
- Retaliation related to a sexual harassment complaint
- Other (Describe):

Check ALL of the following descriptions that apply to ANY of the forms of sexual harassment that the complaint alleges:

- Submission to the conduct was either explicitly or implicitly a term or condition of employment (for example: promotion, hours, shift, leave request, working conditions).
- Submission to or rejection of the conduct was the basis for employment decisions made about an individual.
- The conduct had the purpose or effect of interfering with work performance, or creating an intimidating, hostile, or offensive work environment.

Findings

Check the ONE box below that best describes how the complaint was resolved:

- Founded (Agency determined that the claim meets the definition of sexual harassment and the claim can be verified.)
- Unfounded (Agency determined that the claim does not meet the definition of sexual harassment.)
- Unsubstantiated (Agency determined that the claim meets the definition of sexual harassment, the claim is disputed, and the claim cannot be verified.)