Form 409-1

Clear Form

qathet School District

Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant:
Name(s) of alleged bully or bullies:

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature	**Date**

Submit the completed form to your Supervisor/Principal, Director of Human Resources, or Superintendent. For additional information, see **Administrative Procedure 409 – Harassment and Bullying - Staff.**