

OFFICE OF HUMAN RESOURCES

Sexual Harassment Complaint Reporting Form

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Mark Howe in Human Resources or Anita Burns, Title IX Officer, 7 Columbia Circle, Albany, NY 12203. Alternatively, you're welcome to call Mark at 518-464-8508, email him at mhowe@excelsior.edu or submit a complaint via our Concerns site (Ethicspoint) at <http://www.excelsior.ethicspoint.com>.

Complainant Information

Name: _____ Dept/Unit: _____

Job Title: _____ Phone: _____

Select Preferred Communication Method: Email Phone In Person**Supervisory Information**

Immediate Supervisor's Name: _____ Phone: _____

Job Title: _____

Complaint Information

1. Your complaint of Sexual Harassment is made about:

Name: _____ Title: _____

Dept/Unit: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. 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 document as evidence)

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? __ Yes __ No

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

5. 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?

Signature: _____ Date: _____

Note: All attempts will be made to keep this confidential and limit knowledge of the incident and investigation to a “need-to-know” basis. Complainant is requested to limit discussion of this matter to the investigator(s) and other key constituents as appropriate. All judgement and actions will be held pending a full and thorough investigation.

Note regarding Excelsior College’s commitment to Complainant:

We commit to following our Sexual Harassment policy and investigation guidelines. This investigation will involve:

- Speaking with the complainant
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While we reserve the right to modify this process depending on the particulars of each case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

We will document our findings of the investigation and follow up as appropriate with the complainant and alleged harasser with respect to findings and planned follow up steps.