

CANISIUS COLLEGE

**COMPLAINT FORM
SEXUAL HARASSMENT AND RETALIATION**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment and retaliation.

If you believe that you have been subjected to sexual harassment or subjected to retaliation for reporting sexual harassment or assisting in an investigation of sexual harassment, you are encouraged to complete this form and submit it to the College's Title IX Coordinator.

The Title IX Coordinator is Linda M. Walleshauser, Associate Vice President for Human Resources and Compliance, Interim Title IX Coordinator, Old Main 100, walleshl@canisius.edu, 716-888-2244. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, Canisius will complete this form and provide you with a copy and follow its sexual harassment prevention policy by investigating the claims are outlined at the end of this form.

**For additional resources, visit:
ny.gov/programs/combating-sexual-harassment-workplace**

YOUR INFORMATION

Name: _____

Work Address: _____

Work Phone: _____

Job Title: _____

Email: _____

Best way to contact you: _____ Email _____ Phone _____ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Address: _____

Work phone: _____

COMPLAINT INFORMATION

1. You complaint is about: sexual harassment retaliation

2. Your complaint is made about:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

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) conduct occurred: _____

Is the conduct continuing? Yes No

5. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

The last question is optional, but may help the investigation.

6. 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?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Investigation Procedures

If Canisius receives a complaint about alleged sexual harassment or retaliation it will follow its sexual harassment prevention policy.

An investigation involves:

- Speaking with the person making the complaint
- Speaking with the alleged harasser
- Interviewing witnesses
- 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 of the investigation and basis for any decision along with any corrective actions taken will be documented and the person making the complaint and the individual(s) against whom the complaint was made will be notified. This may be done via email.