



Walworth Fire District No.1
Walworth, New York

WALWORTH FIRE DISTRICT NO.1 SEXUAL HARASSMENT COMPLAINT FORM

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.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to a District Commissioner or Chief Officer. You will not be retaliated against for filing a complaint.

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

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

COMPLAINANT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

Select preferred communication method: Email Phone In person

Your complaint of Sexual Harassment is made about:

Name: _____

Define who the person is – firefighter (which department), other first responder, vendor (company), resident, etc.

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.



Walworth Fire District No.1
Walworth, New York

Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

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

The last question is optional but may help the investigation.

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: _____

INSTRUCTIONS FOR EMPLOYERS (DISTRICT) _____

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

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

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

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.