



INDIAN AFFAIRS HARASSING CONDUCT ALLEGATION INTAKE FORM

Adapted from Appendix A of Personnel Bulletin 18-01: Prevention and Elimination of Harassing Conduct

This intake form is to be used by all Indian Affairs management officials to record a report of harassing conduct. It can be used as a prompt during a conversation with an employee reporting harassing conduct, and then used to document the conversation after the fact. Gathering as much information as possible immediately from the individual reporting the alleged harassing conduct will aid management in swiftly determining the best course of action. Please consult with your servicing Employee Relations Specialist if you have questions regarding this form.

Management Official Taking the Report

Name: _____ Title: _____

Organization: _____

Date Information Reported: _____ Time: _____

Individual Reporting Harassing Conduct

Name: _____ Title: _____

Organization: _____

Phone: _____ Job location: _____

Individuals Allegedly Engaging in Harassing Conduct (if known)

1. Name: _____ Title: _____

Organization: _____

Phone: _____ Job location: _____

2. Name: _____ Title: _____

Organization: _____

Phone: _____ Job location: _____

3. Name: _____ Title: _____

Organization: _____

Phone: _____ Job location: _____

Questions to Ask the Individual Reporting the Harassing Conduct

1. Date(s) of alleged incident(s)/action(s):

2. Please describe specifically the alleged harassing conduct, including the protected status on which you believe it was based [i.e., race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, family medical history (including genetic information), status as a parent, marital status, or political affiliation]:

actions/behaviors by the charged individual(s) in the past? (Include observations, what people heard, and who you told about the events in question.)

9. Are there any documents or physical evidence that may support the claim of alleged occurrences? If so, please identify them.

10. Do you feel that the alleged harasser(s) is a threat to your safety and well-being or that of others? If so, how?

11. Have you previously complained about this or related acts of harassing conduct by the same individual(s) to a supervisor or manager? If so, please identify the individual(s) to whom you complained, the date(s) of the complaint(s), and the resolution(s), if any.

12. Is there is any other information related to the incident(s)/action(s) or any other information related to the inquiry that you would like to provide?