

# Sexual Harassment Allegation Documentation Checklist

## 1. Basic Information

Date of Allegation:

Complainant Name:

Respondent (Alleged Person) Name:

## 2. Incident Details

Date(s) of Incident:

Location(s) of Incident:

Description of Alleged Incident:

## 3. Witnesses

Name(s) of Witnesses (if any):

## 4. Evidence

Documentation/Evidence (list, describe, reference attachments):

## 5. Reporting

Reported to (position/title):

Date Reported:

**6. Follow-Up Actions Taken**

**7. Additional Notes**