

S.T.E.P



Strategies to Empower People

Sexual Harassment Complaint Procedure

If you would prefer to talk to a third party instead of completing this form or talking to management you may call The Richter Group at (530) 750-1734

Employee Name: _____

What conduct are you complaining about? Be as specific as possible.

Which person or persons have engaged in this conduct?

Was this conduct a single or ongoing occurrence? _____

When did this conduct occur? _____

What did you do in response to this conduct?

Were there any witnesses? Yes No

If "Yes" what are their names? _____

What action would you like the company to take on your behalf?

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