

REPORT WORKSHEET – Bullying and Harassment/Personal Harassment

Date:	
Name of individual submitting report:	
Potential Complainant(s) (if different from individual submitting this report):	
Respondent(s):	

- It is my belief that _____ (Respondent) has bullied and harassed/personally harassed **me** in a manner prohibited by BCIT’s Policy 7507 Harassment and Discrimination as follows:
or
- It is my belief that _____ (Respondent) has bullied and harassed/personally harassed _____ in a manner prohibited by BCIT’s Policy 7507 Harassment and Discrimination as follows:

Incident(s):

Time/Date	Location	Behavior/Comments (<i>Describe objective facts, i.e., tone of voice, actions, manner, exact words- not your interpretation</i>)	Witness(es)

REPORT WORKSHEET – Bullying and Harassment/Personal Harassment

--	--	--	--

If you are the Complainant, please complete:

As a result of the above incident(s), I had the following consequence(s):

I did/ did not (circle one) advise _____ (respondent) that the above behavior(s)/comment(s) was (were) unwelcome (explain):

As a resolution to this matter I would like the following:

I am/ am not (circle one) interested in exploring an informal resolution to this matter.

Signed _____

Date: _____