

Appendix II: UVI Sexual Harassment Reporting Form for Faculty and Staff

UNIVERSITY OF THE VIRGIN ISLANDS
Sexual Harassment Reporting Form
[For Faculty and Staff]

Directions: Please use this form to report any instance in which you believe that you have been sexually harassed. Your completed form should be submitted to any of the following individuals: to the Deans of Schools and Colleges, the Chair of an academic department, supervisor or manager, or a representative from the Human Resources Department. Please note, however, that the completion of this form is not required to report an incident involving sexual harassment or to lodge a complaint regarding sexual harassment.

Name: _____

Date of Complaint: / /

Work Address: _____

Work Phone: _____

1. Please describe, in as much detail as possible, the nature of your complaint. Please include dates and other details that will help with the investigation of your complaint.

2. Please provide names and contact information of any witness(s) who were present when one or more of the details described in item #1 occurred.

Name	Contact Information

