**Complaint form for reporting harassment or inappropriate behaviour**

(Occupational Safety and Health Act, Sections 28 and 19)

1. NOTICE TO THE EMPLOYER

Complaint filed by employee

(Occupational Safety and Health Act, Chapter 28)

# I believe that I have been subjected to harassment / inappropriate behaviour in the workplace.

Please describe the incidents/behaviour:

I have experience harassment on (*dates*):

I believe to have been harassed by (*name/names*):

# Confidential

I made it clear to the person(s) harassing me on (*date)* that I find their behaviour offensive and want it to stop but despite this the harassment/inappropriate behaviour has continued.

Witness(es):

What corrective action should be taken:

Date

Signature and name in block letters

I hereby confirm I have received this complaint in my capacity as the employer’s representative:

Date

Name in block letters Title

1. INVESTIGATION CONDUCTED BY THE EMPLOYER

Negotiations conducted by the employer to investigate the complaint (Occupational Safety and Health Act, Chapter 28). Attach minutes to this document, if necessary.

Parties:

Date:

1. DECISION MADE BY THE EMPLOYER

Employer's decision regarding the complaint

(Occupational Safety and Health Act, Chapter 19, Section 2)

The employer has decided not to take action following your complaint of harassment/inappropriate behaviour, because

After reviewing the complaint and consulting both parties, the employer has decided to take the following action:

Date

Employer representative Name in block letters

I hereby confirm that I have received notice of this decision.

Date

Person who filed the complaint Name in block letters

As set out in Section 28 of the Occupational Safety and Health Act (738/2002), *“If harassment or other inappropriate treatment of an employee occurs at work and causes hazards or risks to the employee’s health, the employer, after becoming aware of the matter, shall by available means take measures for remedying this situation.”*