



Clinician Harassment Complaint Documentation Form

Date of Report: _____

Recruiter: _____ Account Executive: _____

Clinician/Complainant Information

Name: _____ Job Title: _____

Phone: _____ Email: _____

Worksite Name: _____ Phone: _____

Worksite Location: _____

Incident Information

Date of Incident: _____

Nature of Complaint: *(Harassment, Threat of Harm, etc)* _____

Description of Incident: *(Provide a detailed description of what happened, including who was involved, any witnesses, and the location of the incident.)*

Complainant's Statement (Please provide a statement, thoughts, and feelings regarding the incident. Use a separate sheet if necessary.)

Witness Information *(List witnesses, if any.)*

Witness 1 Name: _____ Phone: _____

Email: _____

Witness 2 Name: _____ Phone: _____

Email: _____

Actions Taken *(Detail any immediate steps taken to address safety or concerns, such as contacting security or law enforcement.)*

HR Rep Handling Complaint: _____ Date Complaint Received: _____

Date Complaint Reported to Management/Higher Authorities: _____

Investigation

Assigned Investigator: _____ Investigation Start Date: _____

Investigation Summary: *(Provide an overview of the investigation process, including interviews conducted, evidence reviewed, and any findings.)*

Resolution

Corrective Actions Taken: *(Detail any disciplinary or corrective actions taken against the alleged perpetrator, if applicable.)*

Support Provided to Complainant: *(Detail any support offered to the complainant, such as counseling, safety measures, or resources.)*

Follow-Up

Date of Follow-Up with Complainant: _____

Complainant's Feedback: *(Record the complainant's feedback or concerns regarding the resolution process.)*

Conclusion

Final Outcome: *(Summarize the final outcome of the complaint, including whether it was resolved, pending, or if further action is needed.)*

HR Signature _____ Date: _____

RTM Signature: _____ Date: _____

Please ensure that this documentation form is kept confidential and stored securely. It's crucial to follow your company's policies, legal requirements, and best practices when handling such complaints. Additionally, consult with your legal counsel as needed to ensure compliance with relevant laws and regulations.