**Harassment Complaint Form**

Copper Beech Institute seeks to create a safe and inclusive space where all of us can flourish in respect and compassion. To this end, we have created a policy prohibiting harassment which explains our values and our process for reporting. If you believe that you have been subjected to harassment of any kind, you are encouraged to complete this form and submit it to the Reporting Liaison. You will not be retaliated against for filing a complaint in good faith.

If you are more comfortable reporting verbally or in another manner, the Reporting Liaison can complete this form for you, provide you with a copy, and follow its policy prohibiting harassment by investigating the claims as outlined at the end of this form.

**Anonymous Reporting**

In some circumstances it may seem easier to report a complaint anonymously. Please understand that when this happens, it makes it very difficult to fully investigate the complaint. Copper Beech Institute much prefers that complaints include the name and contact information of the person making the complaint so that we can talk with you and gain the information that is necessary to investigate and resolve the issues that are raised. Be assured we take these complaints very seriously and treat them with the sensitivity they deserve, and so we encourage people not to make anonymous complaints. If, however, you feel that this is the only way to make the complaint, we accept anonymous complaints. Please know, however, that Copper Beech Institute may not be able to resolve the matter without the ability to contact you with follow up questions.

**Name of the Person Making the Complaint (Complainant):**

Phone Number:

E-mail:

Address:

Today’s Date:

Your relationship to Copper Beech Institute:  
*staff, guest, facilitator, volunteer etc.*

**Name of the Person Accused:**  
The Accused’s Relationship to Copper Beech Institute:   
*staff, guest, facilitator, volunteer etc.*

Phone Number:

E-mail:

**Date of Incident/s:**

**Where did the specific event/s occur?**

**Please explain the events that occurred.**

**How did you react to the situation?**

**Describe the harm you have suffered as a result of the event.**

**Were there any witnesses to this specific event? (If yes, please provide their names and contact information if possible.)**

**Is there any physical evidence that supports your complaint such as a text, note, picture, gift, etc.? If so, please describe or attach copy of evidence.**

**Consent**By signing this complaint form I affirm that, to the best of my knowledge, the information contained herein is true and factual while also establishing consent and release of the above information for the purposes of an investigation. I understand that the completion of this form or the filing of a discrimination, harassment, and/or retaliation complaint does not extend the time for filing a complaint with an outside agency, or in a court of law. Additionally, I understand that a representative from Copper Beech might be contacting me. The effective date of filing this complaint is the date this form is physically received by the Reporting Liaison. I further understand if I knowingly provide false or fraudulent information in a complaint, I may be subject to disciplinary action.

Signature: Date:

***Please return this form to any or all of the following:***  
Reporting Liaison, Regina Long, [reginachilders50@yahoo.com](mailto:reginachilders50@yahoo.com)  
Executive Director, Brandon Nappi, [brandon@copperbeechinstitute.org](mailto:brandon@copperbeechinstitute.org)