

## **Complaint Format (POSH)**

This format can be used by any employee who wishes to lodge a  
complaint of Sexual Harassment at Workplace

*(Any information / details provided by the Aggrieved Individual / Complainant shall be  
kept confidential)*

Section 1:

**Details of the Aggrieved Individual / Victim**

<b>Name</b>	
<b>Designation</b>	
<b>Division/Unit/Department</b>	
<b>Contact Number</b>	
<b>Address (office)</b>	

(If applicable) Details of Complainant who is filling the form on behalf of the aggrieved individual / victim.

<b>Name</b>	
<b>Relationship with Aggrieved Individual (Victim)</b>	
<b>Designation (if Complainant is an employee)</b>	
<b>Division/Unit/Dept (if Complainant is an employee)</b>	
<b>Contact number</b>	
<b>Address (office/administrative unit where the complainant works)</b>	
<b>Reason for which Aggrieved Individual is unable to file the complaint</b>	<b>Physical incapacity Mental incapacity Death Any other reason</b>

Section 2:

**Details of the Alleged Harasser**

<b>Name</b>	
<b>Designation</b>	
<b>Division / Unit / Department</b>	
<b>Contact Number</b>	
<b>Address (place of work of the alleged harasser)</b>	

Section 3:

**Details of the Incident**

<b>Description of the incident</b>	
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<p><b>Other details (if the incident was repeated / any previous related incident)</b></p>	
<p><b>Date and Time of the Incident / Incidents</b></p>	
<p><b>Details witness /witnesses</b></p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
<p><b>Details of any documents available (E.g. Messages, email, letter etc)</b></p>	
<p><b>Details of any persons contacted by the aggrieved individual after the incident (If any)</b></p>	
<p><b>Any other relevant information / comments</b></p>	

Section 4:

**Any additional information and comments if any:**

Section 5:

**Name of the Aggrieved Individual:**

**Signature**

**Date:**

**Name of the complainant (If applicable):**

**Signature**

**Date:**

**Please note: Signature of the Aggrieved Employee/Complainant on the bottom of every sheet.**