

Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

Organizational Response:

Developing a Reporting Structure

Sample Report Form

Name of Organization

This form should be used to report discrimination, harassment, bullying, other abusive behaviors, retaliation, or any other behaviors that are prohibited at our organization or that cause you concern. Proof or direct knowledge of a behavior or incident is not necessary to submit this form. The more information and detail you are able to provide, the more helpful it will be in our ability to follow up. If extra space is needed, please continue below the line or attach an additional sheet.

In addition to notifying our organization about your concerns, you may wish to seek support from and/or report your concerns to agencies and organizations external to our organization. For websites and numbers for external resources, see the attached list.¹

This form can be submitted to [insert email addresses] _____ or by hard copy to [insert names, phone numbers and email addresses of individuals responsible for receiving reports here].

Please note: our Policy protects you from retaliation for reporting concerning behavior [Insert link to policy prohibiting retaliation]. If at any point in this process you perceive or witness retaliatory behavior, please report it right away.

¹ [Sexual Misconduct: Obtaining Information, Support and Assistance, Filing a Complaint](#), a resource from MIT, is another example of how you may provide local reporting and support resources for those filing complaints within your organization. Note that this resource was made for an educational institution subject to Title IX, and so the content will not be applicable to non-Title IX settings. However, the concept - of designing a clear and concise document to summarize internal and external reporting and support options, as well as choice points - applies to all institutions.

Additional Ways to Report

If you require support in completing this form or if you would like to speak with someone directly rather than submit this form, you may approach, call, or email any of the individuals listed above.

If you prefer to submit this complaint anonymously, please call _____ or send to _____.

Sample Report Form

Today's Date: _____

Your Information

Full Name: _____ Pronouns: _____

Relationship to the Organization, if any: _____

Email: _____ Phone: _____

Preferred Mode of Communication: _____

If phone, may we leave a voicemail? No Yes

Are you reporting something that happened to you or someone else? Me Someone Else

If you are reporting concerning behavior that was aimed at a different individual, please provide their information, if you have it:

Full Name: _____ Pronouns: _____

Relationship to the Organization, if any: _____

Email: _____ Phone: _____

Information About The Person(s) Engaging in the Behavior

Please identify the person or people you believe is/are engaging in objectionable conduct, to the best of your ability.

Name of Individual 1 _____

Position/Relationship to Organization _____

Name of Individual 2 _____

Position/Relationship to Organization _____

Name of Individual 3 _____

Position/Relationship to Organization _____

Description of Concerning Behavior

Is this a report about a: single incident ongoing behavior

To the best of your ability, please provide any dates, times, and places where you recall the incidents taking place:

If this is ongoing behavior, when did it start?

Please describe your concerns.

If there are other individuals who have witnessed what you describe, please list them below, including their names and any known contact information.

Use the space below to provide any other information that you want us to know.

Thank you for sharing your concerns with us. Our next step is to review this form and set up a time to speak with you. We will be in touch within _____ business day(s) of this form being received.