



HUMAN RESOURCES

[303.18]

**Bates Technical College
Human Resources Report Form**

This form is to be used only in the report of an incident/ issue/behavior that is related to a Human Resources topic, such as a published policy or procedure, common practice or workplace dispute that rises to the level that may require Human Resources intervention to resolve. This reporting mechanism is not intended to circumvent or replace any collectively bargained grievance procedure or other complaint avenues either inside or outside the State system. To the extent possible, information contained in this report may be maintained confidentially.

Status of Person Reporting Incident or Issue: Please Check One:

- Employee Volunteer Work Study
- Student Visitor Other: _____

Filing Date:

Name of Person Filing Report: _____

Alleged Policy Violated, if known: _____

Alleged Procedure Violated, if known: _____

Human Resources Records Only:

Home Address(city, state, zip) _____

Home Phone	Work Phone	Email Address
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Description of Incident/Issue (include who did what to whom, when and where):



Names, addresses, and telephone numbers (if known) of others involved and/or witnesses to the incident and the nature of their involvement.

Witness 1:

Witness 2:

Witness 3:

Additional Witnesses:

If reporting person wishes to report the incident/issue as an allegation of discrimination, harassment, or retaliation, please complete the following:

The incident/issue/behavior is believed to be:

- Retaliation
- Harassment
- Discrimination

The retaliation, harassment, and/or discrimination is believed to be on the basis of:

- Sex
- Sexual orientation
- Gender
- Veteran
- Age
- Religion
- Disability
- Race
- Ethnicity
- Other: _____

Signature of Reporting Person

Date

Signature of Person Receiving the Report Form

Date

*Students have the option of reporting sexual/racial harassment complaints to the Vice President of Student Services, or the Vice President of Human Resources. Student/student conflicts should be reported directly to Student Services.

**If this incident/issue/behavior includes an employee, please submit this report to the Vice President of Human Resources.