



Sexual Harassment Reporting Form

STRICTLY Private & Confidential

Complainant Name	:		IC / PP No.	:	
Mailing Address	:		Contact No.	:	
Co./Employer Name	:		Position Title	:	

Reporting of Sexual Harassment Complaint/Grievance

- Please describe your complaint/grievance in detail. Include location, date(s) and time of occurrence, who is the offender/harasser, any other person involved. Are there any witnesses? If yes, please state the names and contact information.
- Please attach additional sheets, if necessary, along with any supporting documents that will help in understanding and substantiate the complaint/grievance.

I hereby **declare** that the information stated above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions accordance with Company's rules and regulation.

Complainant's Signature:

Date:

- Female Complainant, report to Gender Committee / Sexual Harassment Representative (SHR).
- Male Complainant, report to Manager / SHR.

Report Date:

Name of Gender Com./Manager/SHR:

Decision/Resolution:

Signature

Gender Com./Mgr/SHR:

Date:

Resolution acknowledged by

Complainant:.....

Date:

- Note: 1. For who shall be the SHR, please refer to item 4.2 of Sexual Harassment Reporting Procedure (KHB-HR-P06).
 2. If **no** sexual harassment is taken place, the complaint is **closed**. File the **original form** properly and extend a **copy to HRD**.
 3. If sexual harassment is **taken place** and if the offender is a **non-employee**, assist the victim to report to relevant authorities, eg. Police.
 4. If sexual harassment is **taken place** and if the offender is an **employee**, report to Human Resource Department.

Report to HR Department

Received by:

- Domestic Inquiry(DI) conducted:.....
- Remarks:

Name:

Date:

Signature

Remarks:

- Retaliation against an individual filing a complaint/grievance is strictly prohibited and may result to disciplinary action.
- The Gender Committee, Manager, SHR and HR Department shall maintain the **privacy and confidentiality of all reports and complaints** of sexual harassment.