

Documentation complaint sessions sexual harassment, discrimination, bullying, stalking

Name of the complainant and status, faculty / institution Email address Phone number
Name of the accused Personal information (status, faculty, institution)
Name(s) of witness(es)
Brief account of the incident and, if applicable, a list of documents proving said account (what, how, where, when)
Has someone, perhaps the complainant, already taken action?
Which actions should be taken on behalf of the complainant?

Is the initiation of formal procedures being requested or required?	
Additional relevant information and assessments	
Name Date	Signature of complainant
Name Date	Signature of person recording the conversation

Please submit this documentation to the University's Equal Opportunities Office after the complaint sessions at the institute have been completed at the latest. The documentation and all related documents are stored safely at the Equal Opportunities Office (in accordance with current data protection regulations). After forwarding the documents to the Equal Opportunities Office, the institute does not store any copies.

Version October 2018