



***B and B Maintenance, Inc***  
***Complaint form to report Harassment***

If you believe that you have been subjected to harassment, you are encouraged to complete this form and submit it to

***Human Resources at B and B Maintenance Inc.***  
***537 Capital Drive, Lake Zurich IL 60047***

You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, please call our Corporate office and ask to speak with someone in Human Resources. B and B Maintenance will follow its anti-harassment policy by investigating the claims and taking appropriate action.

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Select Preferred Communication Method: Email Phone In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

**COMPLAINT INFORMATION**

1. Your complaint of Harassment is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Relationship to you: Supervisor Subordinate Co-Worker Other



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2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: \_\_\_\_\_

Is the harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

\_\_\_\_\_  
\_\_\_\_\_

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

\_\_\_\_\_  
\_\_\_\_\_

If you have retained legal counsel and would like us to work with them, please provide their contact information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_