**Harassment Complaint Form**

"Harassment" is defined as unwanted conduct related to a protected characteristic under the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/section/4), that has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

If you believe you have experienced or witnessed harassment during the course of your employment with the council and the matter was not resolved through the informal route of the council's anti-harassment policy and procedure, you can raise a formal complaint by completing this form.

Please be aware that if your complaint relates to another employee or manager within the council, we will need to share the details with them and give them the opportunity to respond.

In setting out the nature of your complaint you should be specific, stick to factual information and provide details of any witnesses and any relevant evidence to support your concerns where applicable.

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| **Your Name** |  |
| **Your Contact Number** |  |
| **Your Job Title** |  |
| **Your Line Manager's Name** |  |
| **Name of the Employee(s) against whom the Complaint is being made** |  |
| **Nature of the Complaint**  *Please indicate the heading(s) under which your complaint falls and delete any that do not apply.* | Harassment related to:   * Age * Disability * Gender reassignment * Marriage and civil partnership * Pregnancy and maternity * Race * Religion or belief * Sex * Sexual orientation |
| **Details of Incident(s)**  *Please state what happened (i.e. what was done / said specifically), when and where and provide any supporting evidence if applicable.* |  |
| **Names and Contact Details of any Witnesses to the Incident(s)** |  |
| **Any Other Relevant Information, including any Action taken to try Resolve the Matter** |  |
| **What would be your Preferred Outcome from this Complaint?**  *Please bear in mind that this may not necessarily be achievable.* |  |

Please send the completed form to [peopleoperations@lancashire.gov.uk](mailto:peopleoperations@lancashire.gov.uk).