



PORTS SECURITY CORPS LIMITED SEXUAL HARASSMENT (PREVENTION) POLICY

Abstract

This policy is guided by the Sexual Harassment (Protection and Prevention) Act, 2021 and reflects PSC's commitment to fostering a safe and respectful workplace for all employees.



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Key Definitions

To ensure clarity and consistency in this policy, the following definitions apply:

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and any other verbal, non-verbal, or physical conduct of a sexual nature towards a member of the same, or opposite sex, that creates an intimidating, hostile, or offensive work environment.

Complaint: means a report, whether verbal or written, made alleging sexual harassment.

Complainant: The person who files a complaint alleging sexual harassment.

“Conduct of a Sexual Nature” includes a reference to the making, to or in the presence of a person, of a statement of a sexual nature concerning that person, whether the statement is made orally or in writing.

Confidentiality: Ensuring that all details of a complaint and investigation are kept private and disclosed only to individuals who need to know.

Consent: Voluntary, clear, and unambiguous agreement to engage in a particular behavior. Lack of resistance does not imply consent.

Disciplinary Hearing: refers to a formal hearing examining a complaint that has been made.

Disciplinary Panel: refers to the panel of persons responsible for the application of the disciplinary rules at a disciplinary hearing.

Employee: refers to staff of the PSCL, and/or worker.

Employer: refers to the PSCL as the entity which engages, in any form, any employee or worker

Hostile Work Environment: A work setting where harassment is so severe or pervasive that it creates an intimidating, hostile, or offensive atmosphere.

PSCL : means the Ports Security Corps Limited and will be used interchangeably with references to “the Corps”.

Retaliation: Any adverse action taken against an individual for filing a complaint, participating in an investigation, or opposing unlawful harassment.

Respondent: The individual against whom a sexual harassment complaint has been made.

Supervisor/Manager: Any employee with authority over another employee, responsible for overseeing work performance and workplace conduct.

Sexual Advance: includes any one or more of the following acts, forms of conduct or behavior, namely – (a) physical contact of a sexual nature; (b) a demand or request or pressure for sex or for favours of a sexual nature; (c) the making of sexual suggestions, remarks or innuendos; (d) the showing of pornography or the display of images or objects of a sexual nature; and (e) any other physical, gestural, verbal, non-verbal or visual conduct of a sexual nature.

Sexual Harassment: the making of any unwelcome sexual advance towards a person, by another person, in the workplace, which is reasonably regarded as offensive or humiliating by the person towards whom the sexual advance is made; or has the effect of interfering unreasonably with the work performance of the person to whom the sexual advance is made (it creates an unacceptable working environment); or creating and intimidating, offensive or a hostile work environment. It shall also include all forms of sexual harassment, unwanted sexual conduct inclusive, such as indecent exposure, or suggestive propositions of a sexual nature and any sexually inappropriate contact. Sexual Harassment includes unwelcome conduct of a sexual nature, towards a person by another person in the workplace. References to the term “sexually harass” shall be construed accordingly

Sexual Harassment Dispute Committee (SHDC) - a committee established within the PSCL to deal with complaints made by employees.

Workplace - means a physical place, closed or open, movable or stationary, where employees work, or which is frequently entered by an employee for business, including all rooms, lawns and surrounding areas that constitute parts of, or are connected with the place of work. It covers any place under the direct or indirect control of the employer that an employee needs to be present or go to in order to perform his/her duties. Workplace also includes all locations where employment obligations are discharged, or related business is conducted as a result of employment responsibilities or employment relationships, in locations such as work-related social functions, conference and training sessions, official business travel and lunches, dinner, or promotional campaigns, organized for clients or partners, as well as virtual locations, including telephone conversations, and communications through electronic media.

NB: A word in its singular form, shall also include the plural where the context permit (e.g. offence includes offences)

Introduction

The Ports Security Corps Limited (PSCL/PSC/the Corps) is fully committed to fostering the physical, emotional and mental health of all employees, members of the Board of Management, private contractors, and third parties conducting business with or on behalf of the PSCL. The PSCL is dedicated to protecting the dignity, wellbeing, and rights of all individuals within our work environment a professional, respectful, and harassment-free workplace through this policy and the alignment with the Government of Jamaica's *Sexual Harassment (Protection and Prevention) Act*.

The Management of PSCL recognizes the international principles that support Jamaica's efforts to prevent sexual harassment and is committed to maintaining a workplace that is free from discrimination and sexual harassment. According to, The International Labour Organization (ILO) recognizes sexual harassment as a violation of workers' rights and a serious workplace health and safety issue. It is a form of discrimination and unacceptable workplace behavior that can undermine the dignity, well-being, and productivity of employees. Through Convention No. 111 on Discrimination (Employment and Occupation), the ILO emphasizes the importance of eliminating discrimination, including sexual harassment, to promote safe, healthy, and productive workplaces.

This Policy applies to all employees, members of the Board of Management, private contractors, and third parties conducting business with or on behalf of the PSCL. It underscores our zero-tolerance approach to sexual harassment and affirms our commitment to maintaining a safe environment that promotes the physical, emotional, and mental health of everyone who works with or interacts with the Corps.

All reports of sexual harassment will be treated with strict confidentiality to protect the privacy and safety of both the complainant and the accused. The Managing Director, in collaboration with the Manager, Human Resource Management, will have oversight of the implementation and enforcement of this Policy. These officers are responsible for promoting awareness, monitoring compliance, and taking prompt action to address and prevent incidents of sexual harassment or retaliation across the PSCL.

Policy Statement

The Ports Security Corps Limited is dedicated to upholding a workplace environment where all individuals—regardless of gender, age, race, religion, disability, sexual orientation, or any other legally protected characteristic—are treated with dignity, fairness, and respect. In accordance with the *Sexual Harassment (Protection and Prevention) Act* and PSCL's core values, this Policy affirms our zero-tolerance stance toward sexual harassment in any form.

Sexual harassment is not only inconsistent with the standards of conduct expected at PSCL but also undermines individual dignity, professional relationships, and the overall integrity of our operations. It impedes equal opportunity and creates barriers to productivity, safety, and wellbeing. The Corps is therefore committed to providing a harassment-free environment for all employees, members of the Board of Management, private contractors, and third parties engaged in business with or on behalf of PSCL.

All members of the PSCL community are covered under this Policy and are expected to comply with the procedures for reporting and addressing incidents of sexual harassment. Complaints will be handled promptly and confidentially, with strict adherence to the principles of natural justice—including impartiality, the right to a fair hearing, and procedural transparency. No complainant shall face reprisal, victimisation, or retaliation for making a report in good faith.

The Board of Management and Administration shall take proactive and decisive steps to prevent sexual harassment and respond effectively when it occurs. Oversight for implementation and enforcement of the Policy rests with the Managing Director and the Manager, Human Resource Management. These officers are responsible for ensuring compliance, conducting investigations, and applying appropriate disciplinary measures where necessary.

Disclosure of complaint-related information will be limited strictly to what is necessary for the purposes of investigation and disciplinary action. All other details will remain confidential to protect the rights and privacy of those involved.

As part of its ongoing efforts to foster a culture of awareness and accountability, PSCL will collaborate with the Bureau of Gender Affairs and other relevant agencies to deliver continuous training and educational sessions. These sessions will aim to:

1. Raise awareness about what constitutes sexual harassment and its impact;
2. Inform employees of their rights and responsibilities under this Policy; and 3. Equip supervisors and designated personnel to effectively administer the Policy.
- 3.

By establishing and actively enforcing this Policy, PSCL reinforces its commitment to a safe, inclusive, and respectful workplace for all.

Applicability

This Policy applies to all individuals engaged with Ports Security Corps Limited (PSCL), including employees, officers, members of the Board of Management, contractors, clients, and any third parties conducting business with or on behalf of the Corps. It covers all work-related interactions, whether they take place on PSCL premises, at PSCL-operated locations, during business travel, or at work-related social functions and events.

All parties identified above are expected to comply fully with the terms of this Policy. Sexual harassment in any form will not be tolerated, as PSCL affirms the right of every employee to work in an environment free from harassment, intimidation, or discrimination. This Policy will be made accessible through the following channels:

- a) Publication on the PSCL's official website;
- b) Inclusion in orientation materials for all new employees and members of the Board of Management;
- c) Internal distribution via staff-wide email advisory; and
- d) Availability of printed copies at the Office of the Manager, Human Resource Management, and other designated locations across PSCL facilities island wide.

In keeping with PSCL's zero-tolerance approach, all external partners and stakeholders who are required to work directly with PSCL personnel are expected to be made aware of this Policy and to adhere to its principles.

As a proactive measure, PSCL recognizes the critical importance of prevention. Management, through the Human Resource Management Department and in collaboration with relevant

agencies, will implement ongoing education and awareness initiatives to foster a culture of respect and accountability. These initiatives may include seminars, workshops, town hall meetings, social media campaigns, and facilitated discussions. These activities will be conducted throughout the financial year in varying formats to ensure continued engagement and awareness across the PSCL community.

Scope

This policy applies to all employees, officers, contractors, clients, and any individuals conducting business with PSC. It covers all work-related interactions occurring within the workplace, at PSC operated locations, during business trips, or at work-related social events. The Policy identifies any occurrence of “unwanted sexual conduct” as harassment. Therefore, harassment may occur frequently, intermittently, over an extended period of time or in a brief moment. Matters reported under this Policy may lead to criminal proceedings under the Sexual Offences Act and any other applicable laws. **These matters may be referred to the Jamaica Constabulary Force for independent investigations and proceedings.** A record of complaints (contained in the Sexual Harassment Register) and/or resolutions shall remain on file for the offending party/parties for seven (7) years.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and any other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. It is important to note that sexual harassment can be committed by individuals of any sex towards individuals of the same or opposite sex. The responsibilities to refrain from engaging in sexual harassment and the disciplinary actions for violations of this policy apply equally to all employees, regardless of sex or gender.

Examples include but are not limited to:

- a. Unwanted physical contact such as touching, hugging, or kissing.
- b. Sexual comments, jokes, or gestures.
- c. Display of sexually explicit material in the workplace.
- d. Requests for sexual favors in exchange for workplace benefits.
- e. Repeated advances despite rejection.
- f. Sending sexually suggestive messages via email, text, or other digital platforms.

More detail on these actions is provided in the prohibited conduct section for clarity.

Forms of Sexual Harassment

Sexual harassment can occur in many forms and may be expressed verbally, non-verbally, physically, visually, or psychologically. The following list, while not exhaustive, outlines examples of conduct that may constitute sexual harassment under this Policy:

a) Intimidation, Bullying, or Retaliation

Sexual harassment may be accompanied or masked by non-sexual behaviour. Any act of intimidation or retaliation intended to prevent someone from reporting, or to punish someone for reporting, sexually harassing conduct shall be considered a form of sexual harassment.

b) Non-Verbal or Gestural Sexual Harassment

Includes sexually suggestive body language or gestures such as:

1. Repeated winking (excluding medical conditions)
2. Licking of lips, throwing kisses, or suggestive hand gestures
3. Giving personal gifts
4. Blocking or deliberately impeding someone's path

c) Physical Sexual Harassment

Involves unwanted physical contact of a sexual nature, including but not limited to:

1. Kissing, patting, pinching, or stroking
2. Hugging or massaging (e.g., shoulders or neck)
3. Touching a person's clothing, hair, or body
4. Standing too close or brushing against someone
5. Cornering or restricting a person's movement

d) Psychological or Emotional Harassment

Includes:

1. Repeated, unwanted romantic advances or invitations
2. Persistent proposals despite refusal
3. Sexual innuendo, taunts, or derogatory remarks

e) Quid Pro Quo Harassment

Occurs when someone in authority uses their position to demand or imply sexual favours in exchange for career advancement, job retention, salary increases, favourable treatment, or any other benefit of any nature by virtue of employment at PSCL.

f) Stalking and Cyberstalking

Involves obsessive following, monitoring, or contacting someone physically or via digital platforms (e.g., email, social media, calls), under the guise of affection or interest.

g) Hostile or Toxic Work Environment

A cumulative effect of behaviours (verbal, visual, or physical) that creates an intimidating, offensive, or oppressive atmosphere not only for direct targets but for others in the shared environment. Any individual who is adversely affected has the right to report such conduct.

h) Verbal Sexual Harassment Includes:

1. Unwelcome sexual comments about appearance, body parts, or clothing
2. Sexual jokes, innuendo, or inappropriate discussions
3. Repeated, unsolicited invitations for dates, meetings or any interaction requiring physical presence.
4. Publishing and/or broadcasting information about someone's sex life

i) Visual, Written, or Graphic Harassment

Includes:

1. Displaying or sharing pornographic or sexually explicit images (e.g., posters, screen savers)

2. Sending sexually explicit messages via email, text 'messages' or any form of written or printed communication or social media
3. Use of sexual content in official or informal correspondence

j) Voyeurism (“Peeping Jane” Behaviour)

The act of watching, photographing, recording, or videoing someone without their consent in private spaces where a reasonable expectation of privacy exists (e.g., bathrooms, changing rooms, or dormitories).

k) Other Unwelcome Conduct

Any other form of sexually inappropriate, unwelcome, or offensive conduct not expressly listed above may still constitute sexual harassment depending on the circumstances.

Additional Guidance

a. Unintentional Sexual Harassment

Even if not intended to offend, actions or comments of a sexual nature can constitute harassment if they make another person uncomfortable. A claim of ignorance or misunderstanding does not negate the impact. Such incidents may be addressed via the informal resolution process where appropriate.

b. Reasonableness of Conduct

To assess whether behaviour constitutes sexual harassment, both a subjective and objective test will apply:

1. *Subjectively*, the complainant must feel offended, threatened, or humiliated.
2. *Objectively*, a reasonable person would find the conduct inappropriate given the context. The frequency, setting, and nature of the conduct will all be considered in evaluating claims.

c. Prohibited Conduct by Employers, Supervisors, and Board Members

1. No supervisor, employer, or Board Member shall make employment benefits, job security, promotion, or continued engagement contingent on submission to sexual advances.
2. No employee shall sexually harass another employee.
3. No prospective employer shall sexually harass a job applicant or imply employment benefits in exchange for sexual conduct.
4. These prohibitions apply equally to all PSCL representatives, regardless of their position or authority.
- 5.

d. Touching Protocols During Instruction

Due to the nature of some training activities at PSCL, limited physical interaction may be required. In such cases:

1. **Consent must be obtained** prior to any touching by explaining its necessity and scope.
2. Individuals are encouraged to express discomfort at any time—even after giving consent.
3. If unwanted physical contact continues, the affected party is encouraged to file a formal complaint under this Policy.

Staff must be educated on the importance of consent and are encouraged to incorporate consent-seeking practices into their professional conduct. Nothing in this section prevents any individual from reporting an incident if they believe sexual harassment has occurred.

Roles and Responsibilities

The following roles and responsibilities shall apply under this policy:

Management

- To advise the Board of Directors upon receiving the report of any form of sexual harassment.
- Demonstrate commitment to a workplace culture that does not tolerate sexual harassment or any form of discrimination.
- Promote a respectful, safe, and inclusive work environment in which employees feel comfortable raising concerns without fear of reprisal.
- Monitor compliance with this Policy and review workplace practices to help prevent sexual harassment.
- Respond promptly, fairly, and confidentially to reports or complaints of sexual harassment.
- Take reasonable steps to prevent sexual harassment through communication, training, and awareness activities.

Employee

- Report incidents of sexual harassment that they experience or witness as soon as possible, using the procedures outlined in this Policy.
- To obtain and become familiar with the PSCL Sexual Harassment Policy
- Help promote a workplace culture that is professional, inclusive, and free from harassment and discrimination.
- Refrain from engaging in any form of sexual harassment or other inappropriate behaviour.
- Avoid retaliation, intimidation, or victimization against any person who reports sexual harassment or participates in an investigation.
- Respect the confidentiality of all parties involved in a complaint or investigation.

Human Resource Department

- Ensure that this Policy is communicated to all employees and is readily accessible.
- Provide guidance to employees and managers on the interpretation and application of this Policy.
- Receive, document, and manage complaints of sexual harassment in a timely, fair, and confidential manner.
- Maintain accurate and confidential records of complaints, investigations, and outcomes in accordance with legal and organizational requirements.
- Ensure that complainants, respondents, and witnesses are protected from retaliation or victimization.
- Recommend appropriate corrective or disciplinary action where allegations are substantiated.
- Arrange training and awareness programmes to educate employees and managers on preventing sexual harassment and promoting respectful workplace behaviour.

Anti-Sexual Harassment Dispute Settlement Committee (SHDSC)

A committee for sexual harassment dispute settlement will be established by the Ports Security Corps for the purpose of hearing, complaints of sexual harassment.

The composition of the Committee shall include the following:

- Corporate Secretary, Legal officer or an attorney-at-law (Chair)
- An individual who is trained in the handling of disputes of this nature. This member may come from the Bureau of Gender Affairs, or another qualified resource determined by the Chair.
- HR Representative

The SHDSC will have the responsibility to:

- Notify employees of their rights, depending on the nature of the sexual harassment matter.
- Ensure the investigations and grievances relating to matters under their purview are handled in a manner that ensures the identities of the persons involved and all records relating to the harassment complaint are kept confidential.
- Receive and review complaints of sexual harassment.
- Conduct or facilitate investigations in accordance with the Sexual Harassment (Protection and Prevention) Act, 2021, and the organization's policy.
- Make recommendations for appropriate corrective or disciplinary action where necessary.
- Promote awareness of the organization's sexual harassment policy and encourage a workplace free from sexual harassment.

Reporting Mechanism

Employees who experience or witness sexual harassment should report the incident promptly through one of the following channels:

- a. **Direct Report** – Employees may report incidents directly to their immediate supervisor or manager. If the supervisor is the alleged harasser, the employee should escalate the complaint to a higher-level manager or the HR Department. Supervisors are required to document the report and forward it to HR for further action.
- b. **HR Department** – Employees may submit a complaint directly to the Human Resources Department. This can be done in person, via email, or through an official HR complaint form. The HR Department will ensure that the complaint is handled discreetly and efficiently, initiating an investigation as required.
- c. **Confidential Complaint Mechanism** – Employees may use designated confidential reporting channels such as the dedicated email address, or, reporting a complaint directly to the HR department. Persons may also report any act of sexual harassment witnessed anonymously via these said channels. This allows individuals to report incidents without fear of exposure or retaliation. The HR Department or a designated compliance officer will review these complaints and take appropriate action.

- d. **Formal Written Complaint** – Employees may submit a detailed written statement outlining the nature of the harassment, the parties involved, the date and location of the incident, and any supporting evidence. A template for sexual harassment reports is provided at Para 12. This statement should be addressed to the HR Department and will serve as the official record for the investigation process.

Investigation Procedures

All reports of sexual harassment will be treated with the utmost confidentiality and will be investigated promptly, fairly, and thoroughly. The investigation process will adhere to the Government of Jamaica's Sexual Harassment (Protection and Prevention) Act and established best practices. The steps include:

- a. **Initial Review:** HR will acknowledge receipt of the complaint within 48 hours (2 days) and initiate an assessment within 96 hours (4 days). HR will determine if immediate interim measures, such as temporary reassignment or leave for the complainant or respondent, are necessary to prevent further harm.
- b. **Formal Investigation:** A designated investigation team, composed of HR personnel and, if necessary, an independent investigator, will conduct interviews with all relevant parties, including the complainant, respondent, and any witnesses. The investigation will also include the review of any supporting documents, electronic communications, or physical evidence.
- c. **Confidentiality Measures:** All investigations will be conducted discreetly to protect the privacy of all parties involved. Information will only be shared with individuals directly involved in the investigation or those who need to know.
- d. **Findings and Decision:** Upon completion of the investigation, a formal report will be compiled, outlining the evidence reviewed, findings, and recommended actions. The HR department, in consultation with legal advisors if required, will determine appropriate disciplinary actions if the allegations are substantiated.
- e. **Outcome Communication:** The complainant and respondent will be informed in writing of the findings and any subsequent actions. If the complaint is substantiated, corrective measures, including disciplinary action, training, or workplace policy changes, will be implemented.
- f. **Right to Appeal:** Either party may appeal the decision if they believe the investigation was conducted unfairly or new evidence emerges. Appeals must be submitted in writing to senior management within ten (10) business days of receiving the decision.
- g. **Follow-up and Monitoring:** HR will follow up with the complainant at regular intervals to ensure there is no retaliation and that corrective measures remain effective. A final review will assess whether further organizational changes are necessary to prevent future incidents.

Sanctions

If an individual is found guilty of sexual harassment, disciplinary measures will be applied based on the severity of the offense. These measures apply equally to all employees, regardless of sex, and may include:

- a. **Verbal or Written Warning:** Issued for minor or first-time offenses, requiring the employee to acknowledge the inappropriate behavior and commit to corrective action.
- b. **Mandatory Training or Counseling:** The individual may be required to complete sensitivity training, attend counseling sessions, or participate in educational programs related to workplace conduct.
- c. **Suspension Without Pay:** A temporary suspension may be imposed for serious or repeated violations, signaling that such behavior will not be tolerated.
- d. **Demotion or Transfer:** Depending on the nature of the violation, an employee may be reassigned or demoted to a position with reduced responsibilities or oversight.
- e. **Termination of Employment:** In cases of severe or repeated offenses, dismissal from the organization may be necessary to maintain workplace integrity and safety.
- f. **Legal Action:** If applicable, the company may refer cases to law enforcement or other relevant authorities for criminal prosecution or civil litigation.

Protection Against Retaliation

Section 40(1) and (2) of the Sexual Harassment (Protection and Prevention) Act, 2021 strictly prohibits retaliation against individuals who report harassment or participate in investigations. Any act of retaliation will be met with disciplinary action.

False Claims

A person/persons found wilfully and knowingly makes a false claim against another person will be subjected to disciplinary proceedings and is liable for breach under the Sexual Harassment (Protection and Prevention) Act, 2021.

Appeal Process

All claims of sexual harassment shall be documented and placed on file, thoroughly archived for the purpose of monitoring and evaluation. However, PSC will endeavour to protect the privacy of all parties involved throughout the course of the investigation. The expectation of privacy shall be relaxed to the extent that it is legally permitted.

Awareness and Training

PSC will provide ongoing training to employees, supervisors, and managers to raise awareness of sexual harassment prevention and reporting procedures. New employees will be trained upon onboarding.

Policy Review and Amendments

This policy will be reviewed annually to ensure compliance with national laws and best practices. Updates will be communicated to all employees.

Monitoring and Evaluation

- The frequency of policy reviews to ensure continued compliance with the Sexual Harassment (Protection and Prevention) Act, 2021, and to address emerging issues and best practices.
- The collection and analysis of sex-disaggregated data, including the sex of complainants and respondents and the number of reported incidents, while maintaining confidentiality.
- Ongoing sensitization and training on sexual harassment prevention for all employees, including new hires and existing staff.
- Monitoring the implementation of recommendations arising from complaints and identifying opportunities for continuous improvement in workplace practices.
- Any other measures necessary to support a safe, respectful, and harassment-free workplace.

Contact Information

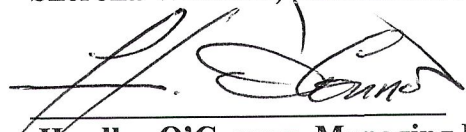
For questions or concerns related to this policy, employees may contact the HR Department at 876-676-6976, Ext. 2005.

Prepared by:



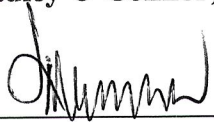
Sherona Williams, Human Resource Manager

Approved by:



Headley O'Connor, Managing Director (Actg)

Ratified by:



Mr. Dennis Morgan, Board Chairman



SEXUAL HARASSMENT POLICY AND PROCEDURES CONSENT FORM

I acknowledge that I have read, understood and received a copy of the Sexual Harassment Policy & Procedures of PORTS SECURITY CORPS LIMITED and agree that I will be bound by its terms.

.....
Employee Name in Full (Print)

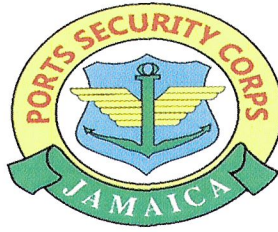
.....
Employee's Signature

.....
Date

.....
Witnessing Manager's in Full (Print)

.....
Witnessing Manager's Signature

.....
Date



Sexual Harassment Incident Report Form

1. Employee Information:

a. Name: _____

b. Job Title: _____

Department/Location: _____

c. Contact Information: _____

d. Date of Report: _____

2. Incident Details:

a. Date of Incident: _____

b. Time of Incident: _____

c. Location of Incident:

d. Name(s) of the Alleged Harasser(s):

e. Relationship to the Complainant (e.g., supervisor, colleague, client):

3. Description of Incident:

(Provide a detailed account of what happened, including any relevant conversations, actions, or behaviors. Attach any supporting documents, emails, or screenshots if applicable. If more space is needed to record the details, please attach an additional sheet, or sheets of paper as required. The name and date of the report should be on each sheet.)

Witnesses (if any):

Witness 1

Name: _____

Job Title: _____

Contact Info: _____

Witness 3

Name: _____

Job Title: _____

Contact Info: _____

Witness 2

Name: _____

Job Title: _____

Contact Info: _____

Witness 4

Name: _____

Job Title: _____

Contact Info: _____

4. Actions Taken (if any):

(Did you confront the harasser? Did you report the incident to anyone before submitting this form? Any immediate actions taken?)

5. Desired Outcome:

(Explain what you would like to happen as a result of this complaint, such as an investigation, mediation, or disciplinary action.)

6. Signature:

Employee Signature: _____

Date: _____

The completed form should be submitted to the Human Resources Department at the PSC head office for immediate review and action. Reports will be handled with the highest level of confidentiality and urgency.