

ANTI-HARASSMENT POLICY

North Fork Boutique Garden's Inc. wishes to emphasize its commitment to the belief that all individuals who work at NFBG have the right to enjoy a work environment, whether within NFBG or outside of it, free of discriminating or harassing conduct and communications, including sexual harassment. NFBG opposes discrimination and harassment in any form on the basis of race, creed, gender, gender identity or expression, national origin, ancestry, nationality, color, marital, civil union, or domestic partnership status, affectional or sexual orientation, age, handicap (and/or disability), pregnancy or breastfeeding, service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, or any other class protected by law, whether by any employee of NFBG or by any other party having business-related interaction with NFBG.

Harassment in any form, including sexual harassment, is against the law and will not be tolerated by NFBG. NFBG is committed to the belief that all individuals who work for the company have the right to enjoy a work environment, whether within NFBG or outside of it, free of inappropriate conduct and communications. NFBG opposes harassment in any form, whether by any employee of NFBG, or by any other party having business-related interaction with a representative of the company, and regardless of whether the victim is male or female. You should know that such conduct will not be tolerated, and that the policies set forth below will be vigorously enforced. You are urged to become thoroughly familiar with these policies, and place them into practice on a daily basis. Violation of any of the policies set forth below is a serious matter, and will be dealt with accordingly.

POLICY

1. NFBG’s policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with NFBG. In the remainder of this document, the term “employees” refers to this collective group.
2. Harassment, including sexual harassment, will not be tolerated. Any employee or individual covered by this policy who engages in harassment based on a protected class or retaliation will be subject to remedial and/or disciplinary action (e.g. counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of harassment, provides information, or otherwise assists in any investigation of a harassment complaint. NFBG will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected harassment, including sexual harassment. Any employee of NFBG who retaliates against anyone involved in a harassment investigation, including an investigation of sexual harassment, will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees¹ working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Human Resources. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. In New York, protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included in New York are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Harassment based on a protected class, including sexual harassment, is offensive, is a violation of our policies, is unlawful, and may subject NFBG to liability for harm to targets of harassment. Harassers may also be individually subject to liability. Employees of every level who engage in harassment, including managers and supervisors who engage in harassment, including sexual harassment, or who allow such behavior to continue, will be penalized for such misconduct.
5. NFBG will conduct a prompt and thorough investigation that ensures due process for all parties whenever management receives a complaint about harassment, including sexual harassment, or otherwise knows of possible harassment, including sexual harassment, occurring. NFBG will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever harassment, including sexual harassment, is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of harassment, including sexual harassment.
6. All employees are encouraged to report any harassment or behaviors, including sexual harassment that violate this policy. NFBG will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Sexual Harassment

NFBG is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of NFBG's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with NFBG. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;
- or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report such behavior to a supervisor, a manager or Human Resources so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;

- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York law, as well as federal law and the laws of other states,² protect employees and paid or unpaid interns protect employees and paid or unpaid interns. New York law also protects non-

² This policy will be applied to employees in all states even if those states are not specifically mentioned in this policy.

employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Reporting Harassment

Preventing harassment, including sexual harassment, is everyone's responsibility. NFBG cannot prevent or remedy harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute harassment, including sexual harassment, is encouraged to report such behavior to a supervisor, a manager or Human Resources. Anyone who witnesses or becomes aware of potential instances of harassment, including sexual harassment, should report such behavior to a supervisor, manager or Human Resources.

Reports of harassment, including sexual harassment, may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees (if permitted by law) who believe they have been a victim of harassment, including sexual harassment, may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected harassment, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are required to report such suspected harassment, including sexual harassment, to Human Resources.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment, including sexual harassment, or otherwise knowingly allowing harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Harassment

All complaints or information about suspected harassment, including sexual harassment, will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected harassment, including sexual harassment, will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible.

Any employee may be required to cooperate as needed in an investigation of suspected harassment, including sexual harassment. NFBG will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, Human Resources will conduct an immediate review of the allegations, take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If a complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting. An investigator (“Investigator”) will also be appointed.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email),

which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Retaliation

All employees should be aware that no retaliation whatsoever will be permitted against one who complains of harassment, including sexual harassment, or who assists in the investigation thereof.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment claim, including sexual harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.”

Protected activity occurs when a person has:

- made a complaint of harassment based on a protected class (including sexual harassment), either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the New York State Human Rights Law or other anti-discrimination law (including sexual harassment);

- opposed harassment (including sexual harassment) by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been harassed (including sexual harassment); or
- encouraged a fellow employee to report harassment (including sexual harassment).

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Any employee who is found to have committed a retaliatory act against an employee who has complained of harassment, including sexual harassment, or participated in an investigation of harassment shall be subject to appropriate discipline.

What Are the Consequences of Harassment?

Harassment, including sexual harassment, is not only offensive and degrading to the individual subject to it, and detrimental to the morale of coworkers, but it is also illegal, being contrary to both state and federal laws against discrimination. Any individual found to have engaged in, or participated with another in, harassment, including sexual harassment, will be subject to disciplinary action, including but not limited to the following: oral reprimand, written reprimand, suspension with or without pay, reassignment to another position as deemed appropriate by NFBG, adverse effect on compensation, and termination from employment. One who engages in, or participates with another in, harassment, including sexual harassment, may also be subject to personal financial liability to the victim of the conduct at issue.

This policy applies to all employees, consultants, customers, vendors and/or persons having business-related interaction with a representative of NFBG.

Pending the investigation of any complaint of harassment, including sexual harassment, the individuals charged with making determinations on any charge of harassment retain discretion whether to impose a temporary reassignment of the parties involved if the circumstances disclosed so warrant.

After the matter is concluded, and if a determination is made that harassment, including sexual harassment, has occurred, in addition to imposing the appropriate discipline on the actor involved, NFBG will follow up with the person who was subjected to the harassment to determine whether the inappropriate conduct at issue has ended, and to ensure that there has been no new occurrence of harassment by the original actor, or by anyone else in retaliation for the complaint made.

Thereafter, and based on all of the information obtained in the investigation, the Investigator will make a recommendation as to whether a determination that harassment has occurred is warranted, and, if so, what the appropriate discipline or resolution should be. In the event that a determination is warranted, the determination will be made based on the investigation by the Investigator, supplemented by further investigation if deemed necessary. Any discipline or other action which may then be found appropriate will be promptly implemented.

What Will NFBG Do To Attempt To Avoid The Occurrence Of Any Incidents Of

Harassment?

NFBG will provide mandatory training sessions in order to deter and avoid any incidents of harassment, including sexual harassment. Such training will review the prohibitions against harassment, give concrete examples of the types of conduct which constitute harassment, and

provide time for questions and discussion. This policy will be disseminated to all individuals during the training sessions. All individuals will be provided with a copy of this policy upon commencing employment.

All employees are encouraged to report any incident of harassment, including sexual harassment, to which they are subject, or which they may have witnessed, pursuant to the Complaint procedure described in the next section. NFBG will then investigate the matter by communicating not only with the parties involved, but also with those who have witnessed it or otherwise have knowledge of it, if appropriate.

Legal Protections and External Remedies

Harassment based on a protected class, including sexual harassment, is not only prohibited by NFBG but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at NFBG, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to harassment based on a protected class, including sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to NFBG

does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that harassment based on a protected class, including sexual harassment, has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment based on a protected class, including sexual harassment, is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Additional States

If you work in a state not listed above, there may be local and/or state agencies where you can file claims of harassment. You may also be able to file a complaint with a local court. Please note that the EEOC is a federal agency and may be contacted by an employee working in any state. Further information about the EEOC is listed below.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime **within 300** days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR or DCR, the division/commission will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination, including sexual harassment. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of harassment (including sexual harassment) with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Receipt and Acknowledgment of North Fork Boutique Garden's Anti-Harassment Policy and Harassment Complaint Form

Please read the following statements and sign below to indicate your receipt and acknowledgment of North Fork Boutique Garden's Anti-Harassment Policy and Harassment Complaint Form.

- I have received and read a copy of NFBGI's **Anti-Harassment Policy and Harassment Complaint Form**.
- I have received the **Equal Employment Opportunity Policy** regarding the commitment to non-discrimination in the workplace.

I acknowledge that I have read and understand the aforementioned policies and posters, was afforded the opportunity to listen and participate in training on anti-harassment/anti-discrimination and had the opportunity to ask questions to the lecturer regarding training, written policies and posters, and any questions that I had have been answered.

Moreover, I, the undersigned at-will employee of North Fork Boutique Garden's Inc., have attended the Company's training on anti-harassment/anti-discrimination. I am aware of the Company's policies as written (subject to update), identified above, and located in the Employee Handbook. I understand that I personally must abide by these policies. I understand that I have an obligation to follow these policies, to help prevent any kind of workplace discrimination/harassment or retaliation, and to immediately bring any questions, and report any incidents which might violate these policies, to the attention of the Company's management.

Employee's Printed Name

Employee's Signature

Date

NORTH FORK BOUTIQUE GARDENS, INC. REASONABLE ACCOMODATION POLICY

Reasonable Accommodation Policy

Pursuant to Title VII of the Civil Rights Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and all applicable state laws such as the New York Human Rights Law (NYHR), and the New Jersey Law against Discrimination (LAD), North Fork Boutique Gardens, Inc. is committed to providing equal employment opportunities to qualified individuals. This may include providing a reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential function of the job unless making such an accommodation would create an undue hardship. It is an employee's responsibility to notify the Human Resources Director of a request for an accommodation. The employee should specify the applicable limitations and propose appropriate accommodations. Information concerning the specifics of the job will be provided upon the employee's request. Upon requesting the accommodation, the Human Resources Director may also consider accommodations other than the ones the employees proposes. Also, when appropriate, WRS Environmental Services, Inc. may need an employee's permission to obtain additional information from the employee's physician or other medical or rehabilitation professionals. North Fork Boutique Gardens, Inc. will not seek genetic information in connection with requests for an accommodation. All medical information received by North Fork Boutique Gardens, Inc. in connection with a request for reasonable accommodation will be treated as confidential. A reasonable accommodation may be provided to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Human Resources Director will explore, with an employee, the possible means of providing a reasonable accommodation, which may include, but are not limited to:

- Allowing more frequent breaks or periodic rest;
- Assisting with manual labor;
- Modifying work hours/schedules;
- Providing a leave of absence.

NORTH FORK BOUTIQUE GARDENS, INC. REASONABLE ACCOMODATION POLICY

North Fork Boutique Gardens, Inc. may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- The date the reasonable accommodation became advisable;
- The probable duration of the reasonable accommodation; and
- An explanatory statement as to the medical advisability of or other necessity for the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

The Human Resource Director will review the matter to determine what, if any, reasonable accommodation can be provided without creating an undue hardship.

For more information, or if you require an accommodation, please contact the Human Resources Director.

**NORTH FORK BOUTIQUE GARDENS, INC.
EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Equal Employment Opportunity Policy

North Fork Boutique Gardens, Inc. is an equal opportunity employer. The Firm does not discriminate against any employee or job applicant because of race, ancestry, color, religion, age, disability, marital status, national origin, pregnancy (including childbirth, lactation, and related medical conditions), sexual orientation, gender, gender identity or expression, results of genetic testing, citizenship status, protected veteran status, or any other characteristic protected by applicable law in connection with recruitment, hiring, training, promotion, demotion, discipline, transfer, termination, compensation, leave of absence, or other terms and conditions of employment.

NFBG expressly prohibits any form of unlawful employee discrimination based on any of the characteristics mentioned above. Any employee who becomes aware of or suspects potential discrimination based on any of these characteristics is required to promptly notify the incident(s) to the Human Resource Director, or any supervisor. The same complaint procedures outline in the Anti-Discrimination, Anti-Harassment, and Complaint Policy and Procedures will be followed.

Model Complaint Form for Reporting Sexual Harassment



Combating Sexual Harassment

North Fork Boutique Gardens Inc.

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to **HR, Deborah Rodgers, Kathryn Donoghue, Courtney Lampasona or Matthew Purcell**. You will **not be retaliated** against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

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:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

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) sexual harassment occurred:

Is the sexual 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: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.