

Harassing Conduct Summary Form
Prevention and Elimination of Harassing
Conduct in the Workplace

Peace Corps
Office of Human Resources



To be completed by a manager, supervisor, or the Agency Harassment Prevention Coordinator.

Complainant and Target of Alleged Conduct's Information (Include name, job title, office address, and contact information of the complainant and target of alleged conduct, if different from complainant.):

Summary of Alleged Conduct (Please provide a concise statement of the individuals who may be involved, including the name, position, and office/work location of the alleged harasser(s) and any witness(es) or others who may have knowledge of the conduct; the alleged conduct at issue, the date(s) the conduct occurred, and whether the conduct is alleged to be based on a protected characteristic; any initial steps taken in response to the conduct; and any other relevant information.):

Completed By (print): _____

Job Title and Contact Information: _____

Signed: _____

Date: _____