

**TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY AND  
HAMBURG NEW YORK LAND DEVELOPMENT CORPORATION**  
**NEW COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT  
IN ACCORDANCE WITH NEW YORK STATE**

**Adopted:** September 25, 2018, re-adopted as written May 26, 2020, re-adopted as written June 16, 2021,  
re-adopted as written March 16, 2022, readopted as written April 19, 2023, re-adopted as amended  
5-17-2023, re-adopted as written April 10, 2024

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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 or gender discrimination, you are encouraged, but not required, to complete this form and submit it to the Executive Director or Chairman of the Board, Town of Hamburg Industrial Development Agency/Hamburg New York Land Development Corporation, 6122 South Park Avenue, Hamburg, New York 14075. No employee will 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](https://ny.gov/programs/combating-sexual-harassment-workplace)**

**COMPLAINANT INFORMATION**

Name:

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Work Address:

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Work Phone:

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Job Title:

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Email:

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Select Preferred Communication Method:      Email    Phone    In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

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Title:

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Work Phone:

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*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.*

Work Address:

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## COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Name:

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Title:

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Work Phone:

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Work Address:

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Relationship to you:  Supervisor  Supervisee  Co-Worker  Other (please specify)

2. Please describe what happened and include as many details as possible. You may use additional sheets of paper if necessary. If you have any relevant documents, please include them. .

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3. Date(s) sexual harassment occurred:

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Is the sexual harassment continuing?  Yes  No

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

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

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

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This is not required, but if you have retained legal counsel and would like us to work with them, please provide their contact information.

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*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.

Sexual harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.