



SEXUAL HARASSMENT INTAKE FORM

Note: This form should only be completed to report incidents of sexual harassment. For incidents of sexual assault, refer to the reporting options outlined in VA Handbook 5979.

WHO COMPLETES FORM:

Management or the Harassment Prevention Coordinator (HPC) shall complete the form on behalf of the alleged.

WHEN TO FILE:

Within two (2) business days of the incident being reported to management or the HPC.

WHERE TO FILE:

- Please fill out this form (VA10221a) and save it to your local drive.
- When saved, click on: [ORMDI Harassment Prevention Intake Submission \(VA10221a\)](#) for submittal instructions
- If you are denied access, please email: [ORMDI HPP 10221a](#) to request access.

GENERAL INFORMATION

1. DATE INCIDENT REPORTED TO MANAGEMENT (MM/DD/YYYY)

INFORMATION ABOUT INDIVIDUAL REPORTING INCIDENT TO MANAGEMENT

2. NAME (Last, First MI)

3. ROLE IN INCIDENT (If Target, skip Items 4 and 5)

- TARGET (Individual alleged conduct directed towards)
 BYSTANDER (Witness to conduct)

4. PHONE NUMBER (Include Area Code)

5. E-MAIL ADDRESS

INFORMATION ABOUT TARGET OF ALLEGED CONDUCT

6. NAME (Last, First MI)

7. PHONE NUMBER (Include Area Code)

8. E-MAIL ADDRESS

9. STATUS (If Veteran, Volunteer or Visitor Skip Items 10 - 12)

- VA EMPLOYEE STUDENT/FELLOW VOLUNTEER
 CONTRACTOR VETERAN VISITOR

10. JOB TITLE

11. NAME OF IMMEDIATE SUPERVISOR (Last, First MI)

12. JOB TITLE OF IMMEDIATE SUPERVISOR

ADMINISTRATION AND FACILITY INFORMATION

13. RESPONSIBLE ADMINISTRATION

- NCA VBA VHA VACO
 NCA CO VBA CO VHA CO VCS

14. NAME AND ADDRESS OF FACILITY/PROGRAM OFFICE/STAFF OFFICE WHERE INCIDENT OCCURED (Street, City, State and Zip Code)

INCIDENT INFORMATION

15. TYPE OF SEXUAL HARASSMENT INCIDENT ALLEGED

- QUID PRO QUO HOSTILE ENVIRONMENT

16. SEXUAL HARASSMENT DISCRIMINATORY SUB-BASIS

- FEMALE LGBTQ+ MALE

17. DESCRIBE THE ALLEGED INCIDENT, INCLUDING DATES, WITNESSES AND ANY DOCUMENTATION

INFORMATION ABOUT THE ALLEGED HARASSER

18. NAME (Last, First MI)

19. STATUS (If Veteran, Volunteer or Visitor Skip Items 20-23)

- VA EMPLOYEE STUDENT/FELLOW VOLUNTEER
 CONTRACTOR VETERAN VISITOR

20. JOB TITLE

21. GRADE LEVEL

22. SUPERVISOR

23. SENIOR LEADER

- YES
 NO

- YES
 NO

SUPPORTIVE MEASURES REQUESTED

24. IDENTIFY SPECIFIC SUPPORTIVE MEASURES REQUESTED

- | | | |
|--|--|--|
| <input type="checkbox"/> STAY AWAY/NO CONTACT ORDER | <input type="checkbox"/> ASSISTANCE TO REPORTING TO DISRUPTIVE BEHAVIOR COMMITTEE/ EMPLOYEE THREAT ASSESSMENT TEAM | <input type="checkbox"/> CAMPUS SAFETY ESCORT |
| <input type="checkbox"/> EMPLOYEE ASSISTANCE PROGRAM (EAP) | <input type="checkbox"/> WORK SCHEDULE ADJUSTMENT | <input type="checkbox"/> PATIENT ADVOCATE NOTIFICATION |
| <input type="checkbox"/> ASSISTANCE REPORTING TO VA POLICE/ LOCAL LAW ENFORCEMENT | | |

MANAGEMENT OFFICIAL/HPC COMPLETING THIS FORM25. NAME (*Last, First, MI*)

26. JOB TITLE

27. SIGNATURE OF MANAGEMENT OFFICIAL/HPC

28. DATE SIGNED (*MM/DD/YYYY*)**TYPE OF INCIDENT DESCRIPTION****Sexual Harassment**

Unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex or gender, sexual orientation, or gender identity or expression, when such conduct has the purpose or effect of unreasonably interfering with an individual's work, performance, or creating an intimidating, hostile, or offensive environment even if the alleged is not the intended target of the sexual harassment.

- **Quid Pro Quo**

Threats and rewards as a condition of employment or failing to accept or reject someone's advances.

- **Hostile Environment**

Behavior perceived as abusive enough to create a hostile environment. Conduct can occur in various forms:

- o **Verbal**

Conduct such as unwelcome sexually suggestive, demeaning, or graphic comments; unwelcome verbal sexual advances; using slurs to refer to a person; bullying, yelling or name-calling; refusing to use a person's preferred pronouns or name; or jokes or comments that demean a person on the basis of gender, sexual orientation, gender identity or gender expression.

- o **Physical**

Conduct such as unwanted sexual contact or physical sexual advances (e.g., unwanted touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body); sexual intimidation through physical threats; or physical threats toward or intimidation of another on the basis of gender, sexual orientation, gender identity or gender expression.

- o **Visual**

Conduct such as exposing another person to unwanted pornographic images; creating or displaying pictures, symbols, flags, cartoons, or graffiti that is/are sexually offensive or disparage(s) another person or group based on gender, sexual orientation, gender identity or gender expression.

- o **Communication-Based**

Conduct such as phone calls, e-mails, text messages, chats, blogs or online communications that offend, demean, or intimidate another on the basis of gender, sexual orientation, gender identity or gender expression., unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another.

- o **Sex Stereotyping**

Conduct in which another person's or group's 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.