# **Cornell Cooperative Extension**

# **Sexual Harassment Reporting Form for CCE Volunteers**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your CCE Volunteer Program Coordinator on staff, the CCE Executive Director or their designee.

Alternatively, you may contact the Equal Employment Opportunity Officer for the extension system in Extension Administration at Cornell:

Cornell Cooperative Extension Equal Opportunity Officer;

Cornell University, 382 Roberts Hall, Ithaca, New York 14853

P 607-255-2135

C 607-351-5899

cce-biasconcerns@cornell.edu or sfd3@cornell.edu

You will not be retaliated against for filing a report.

If you are more comfortable reporting verbally or in another manner, your CCE Volunteer Program Coordinator on staff or designee should complete this form, provide you with a copy, and follow the CCE Association Volunteer Involvement Policy – Managing Volunteer Conflicts and Reports.

This form online is also at: <http://bit.ly/CCEVolunteer-HarassmentReportForm>

**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.

For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](file:///C%3A%5CUsers%5Caad78%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTRH3FAK3%5Cny.gov%5Cprograms%5Ccombating-sexual-harassment-workplace)

## Cornell Cooperative Extension

## Sexual Harassment Reporting Form for CCE Volunteers

**REPORTER INFORMATION (CCE Volunteer reporting)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCE Volunteer Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Preferred Communication Method: \_\_Email \_\_Phone \_\_ In person

**SUPERVISORY INFORMATION -** Volunteer Program Coordinator (on CCE staff)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPORT INFORMATION**

1. Your report of sexual harassment is made about:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_Volunteer Program Coordinator or other CCE staff

\_\_\_ Fellow Volunteer \_\_­­\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please describe what happened and how it is affecting you and your volunteer role. 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 report:

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

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

If you have retained legal counsel, please provide their contact information.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for CCE Staff supervising volunteer**

If you receive a report about alleged sexual harassment, engage your Executive Director and/or Human Resources Representative and follow the CCE Volunteer Involvement Policy – Managing Volunteer Conflicts and Reports.

An investigation may involve:

• Speaking with the volunteer

• 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 volunteer and the individual(s) against whom the report was made. This may be done via email.