

BULLYING AND/OR HARASSMENT REPORT FORM

Complete this form to report an instance of bullying and or harassment to The Online Lab.

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred while engaged in any context related to the activities of The Online Lab or on the internet-sent on or away from a The Online Lab; or that substantially disrupted the orderly operation of The Online Lab.

Bullying, harassment and intimidation mean any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile environment by substantially interfering with a participant's benefits, opportunities or performance, or with an individual's physical or psychological well-being. The conduct must (1) be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability, or (2) be threatening or seriously intimidating. Electronic communication means communication transmitted by means of electronic device, including a telephone, cellular phone, computer and pager. Conduct that is of a sexual nature is the most commonly reported form of sexual harassment. This term is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conducts of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

If you are an Online Lab office holder, participant, volunteer or contractor and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Moderator. You may contact the Moderator for additional information or assistance at any time.

REPORT DETAILS (please print)

TODAY'S DATE: _____

YOUR NAME: _____

MOBILE PHONE: _____

E-MAIL: _____

NAME OF ALLEGED WITNESS(ES): _____

NAME OF ALLEGED OFFENDER(S): _____

ON WHAT DATE(S) DID THE INCIDENT HAPPEN? _____

____/____/____
day month year

____/____/____
day month year

____/____/____
day month year

____/____/____
day month year

INCIDENT DETAILS

Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harrassment or intimidation that involves physical agression
- Teasing, name calling, making critical remarks or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Intimidating, (bullying), extorting, or exploiting
- Spreading harmful gossip or rumours
- Making comments related to a disability
- Making comments about a percieved sexual orientation
- Racial harassment
- Sexual harassment
- Sexual in nature

Describe the incident(s), including what the alleged offender said or did.

(attach a separate sheet if necessary)

Did a physical injury result from this incident? (please tick the appropriate box)

- No Yes, but it did not require medical treatment Yes, and it required medical treatment

Did a psychological injury result from this incident? (please tick the appropriate box)

- No Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

Is there any additional information you would like to provide?

(attach a separate sheet if necessary)

Signature: _____ Date: _____