

UAS LTD HARASSMENT COMPLAINT FORM

Complainant's details	
<i>(The complainant is required to put his/her name to the allegation as the University will not be able to act upon an anonymous report.)</i>	
Name	
Your affiliation with UAS	<input type="checkbox"/> <u>Staff</u> <ul style="list-style-type: none"> • Position/Designation: • Division/Department: <input type="checkbox"/> <u>Student</u> <ul style="list-style-type: none"> • Programme/ Student No.: <input type="checkbox"/> <u>Public</u>
Contact details	<ul style="list-style-type: none"> • Contact number: • Email address:
Respondent's details	
Name	
Affiliation with UAS, if known	<input type="checkbox"/> <u>Staff</u> <ul style="list-style-type: none"> • Position/Designation: • Division/Department: <input type="checkbox"/> <u>Student</u> <ul style="list-style-type: none"> • Programme:
Relationship to the complainant (e.g. colleague, student)	
Witness' details (If any)	
Name	
Affiliation with UAS/ other organisation, if known	<ul style="list-style-type: none"> • Organisation: • Position/Designation: • Division/Department:

Contact details	<ul style="list-style-type: none"> • Contact number: • Email address:
Consent given by witness to testify?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Report	
Date and time of incident	
Location where the incident happened	
Description of the incident (<i>please use separate paper if necessary</i>)	
Has this incident occurred before? If yes, please provide details (frequency, estimated date(s), etc.).	

<p>Are there any physical/electronic documents or materials or any other evidence of the incident (e.g. photographs, videos and screenshots)? If yes, please describe them briefly and where applicable/appropriate, please provide the documents/evidence by attaching soft copies. If required, we can also arrange to receive the documents/ materials/ evidence from you in person.</p>	
<p>Do you have any other details or information which would assist us in the investigation? If yes, please provide details.</p>	
<p>Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?</p>	
<p>Have you reported the incident to the Police?</p>	<p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> • Date of report: <p><input type="checkbox"/> No</p>

I confirm that to the best of my ability and knowledge, all information provided herein are true and correct.

Signature of Complainant	Date