



Park Lawn Preschool Inc.

*Park Lawn Preschool * Humber Bay Child Care Centre * PLP Early Learning Centre at St. Mark*

Workplace Violence and Harassment Incident Report

Employee Name:		
Date of complaint:	Centre Name	Position:

Describe in detail the nature of your complaint including names of all individuals involved, witnesses of the incident and any proof you might have about the complaint:

Provide details about how the incident has affected your ability to work effectively:

Has this complaint been reported previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, to whom? And what actions were taken?
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Employee Signature:	Date:
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Received by:	Date:
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