

Anonymous Harassment or Policy Violation Complaint Form

*This form allows Davis Behavioral Health (DBH) employees to anonymously file a complaint to the Human Resources Director for investigation. If your concern is not related to these areas, please follow the established chain of command as required by Policy No. 208 of the DBH Employee Handbook to submit a complaint. To remain anonymous, an employee should complete this form and send it through inter-office mail to the Human Resources Director.*

*All allegations will be fully investigated. Anonymous complaints do not allow for the full interactive process to occur, limiting the effectiveness of any investigation or potential outcomes. The investigation process for allegations made anonymously or not may lead to employees speculating who made the complaint due to the details contained on this form used in the investigation.*

*DBH policy strictly prohibits retaliation in any form against anyone who reports unlawful harassment (DBH Employee Handbook Policy No. 501).*

**Date of Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Witnesses:** \_\_\_\_\_

**Please describe the incident(s) of harassment and/or serious violation of policy that you witnessed, including the name of the employee(s) accused of the incident(s).**

**What was your response to the incident(s)?**

**What is your desired outcome from this complaint?**

**What led you to submit this complaint anonymously?**