



Ward & Uptigrove
Human Resources Solutions



Violence & Harassment Report Form

March 2026

Violence & Harassment Report Form

About this tool:

The Employer can implement this form as part of the workplace violence and harassment program.

When to use this tool:

We recommend that you reference this tool whenever there are acts of Violence & Harassment reported.

How we can help:

- Contact us to discuss how to create a comprehensive violence and harassment program
- Contact us to discuss your annual review of your Violence and Harassment policy statement (required by law)

How to contact us:

For further discussion or assistance, please reach out to:

✉ HRresults@w-u.on.ca

☎ (519) 291-3040

wardanduptigrove.com/hr-solutions



Disclaimer:

The content provided is for general informational purposes only and is not to be considered legal advice. While believed to be accurate at the time of publication, Ward & Uptigrove does not guarantee accuracy over time. Ward & Uptigrove is not responsible for links to external resources which users' access at their own risk.

Violence & Harassment Report Form

Date:

Type of Incident:

Claimant / Reporting Worker	
Name:	
Department:	
Position/Job Title:	
Contact Information:	

Respondent / Alleged Perpetrator	
Name:	
Department:	
Position/Job Title:	
Contact Information:	
Relationship to Complainant:	

Witnesses	
Name	Department and Contact Information

Incident Details	
Date and Time:	
Location:	
Reported To:	
Reported Date and Time:	

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Explanation and Details of the events (use additional pages if necessary)

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Claimant / Reporting Worker Signature:

Date:

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