

Fractured Atlas Harassment Complaint Form

It is the policy of Fractured Atlas to maintain a work environment free of harassment and discrimination. Harassment or discrimination violates the state, federal, and in some cases, local law where it is based upon one's actual or perceived race, creed, religion, color, national origin, gender, gender identity, gender expression, status of being transgender, age, marital status, sex, sexual orientation, alienage or citizenship status, disability or handicap, military status, or because there are a disabled veteran, or has a known relationship or association with a person who is within one of the aforementioned protected classes.

It is against Fractured Atlas's policy for any employee, job applicant, client, vendor, or visitor to harass or discriminate against another individual based upon the aforementioned actual or perceived protected classes or a person's known relationship or association with a person in one of these protected classes. Any employee or individual covered by this policy who is found to have engaged in harassment or discrimination will be subject to disciplinary action up to and including termination. They may also be subject to individual liability for damages. Similarly, any employee who is found to participate in retaliatory actions against individuals who wish to make a complaint or support or investigate a claim are also subject to the aforementioned actions.

New York State Labor Law requires that in addition to our SEXUAL AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION policy, we provide a way for employees and other constituents to report alleged incidents of sexual harassment.

If you believe that you have been subject to harassment or discrimination, you are encouraged to complete this form and submit it to the People Team. Once you submit this form, Fractured Atlas must follow its sexual harassment prevention policy and investigate any claims in a timely manner. The details of this investigation will be kept confidential to the extent possible. If you are more comfortable reporting verbally or in another manner, please reach out to a People Team member: Nicola Carpenter, Associate Director, People Operations, Tim Cynova, Chief Operating Officer, or Jillian Wright, Senior Director, People Operations & Controller.

Upon receipt of a complaint, there will be an immediate review of the allegations, relevant records and documents will be collected and preserved, interviews will take place including all parties involved and relevant witnesses, the investigation will be documented and any appropriate corrective actions will be taken then shared, when possible, with the involved parties.

A NOTE ABOUT RETALIATION: Fractured Atlas does not tolerate retaliation against anyone who, in good faith, complains, provides information, or otherwise assists in an investigations about suspected sexual or other unlawful harassment or discrimination. Any employee who retaliates against anyone involved in a harassment investigation will be subject to disciplinary action, up to and including termination.

For additional resources, visit: [ny.gov/combating-sexual-harassment](https://www.ny.gov/combating-sexual-harassment), www.nyc.gov/html/cchr/html/home/shtml, or www.eeoc.gov

* Required

Complaint Information

It is very helpful for the investigation if we know who is making the complaint; however, this information is NOT mandatory.

1. **Name:**

2. **Job Title or Organization:**

3. **Home Address:**

4. **Home Phone:**

5. **Email:**

6. **Preferred Communication Method:**

Mark only one oval.

- Home Phone
 Home Mailing Address
 Email

Supervisory Information

If you are an employee of Fractured Atlas, please provide the details of your direct supervisor. Again, this is not required for us to investigate a complaint.

7. **Immediate Supervisor's Name:**

8. **Supervisor's Job Title:**

Complaint Information

Please give us the details of who your harassment or discriminatory complaint is made against.

9. **Name: ***

10. Title or Organization:

11. Relationship to you:

Mark only one oval.

- Supervisor
- Subordinate
- Co-Worker
- Other: _____

12. Please describe the conduct or incident(s) that is the basis of this complaint, and your reasons for concluding that the conduct is harassment, sexual or otherwise. Please attach any relevant documents or evidence. *

13. Date(s) harassment/discrimination occurred: *

14. Is the harassment/discrimination continuing? *

Mark only one oval.

- Yes
- No

15. Please list the name(s) and contact information for any witnesses or individuals that may have information related to your complaint:

16. **Have you previously complained or provided information (verbal or written) about sexual harassment at Fractured Atlas? ***

Mark only one oval.

Yes

No

17. **If yes, when and to whom did you complain or provide information?**

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts. Including the following agencies:

New York State Division of Human Rights (DHR): The Human Rights Law applies to employers in NYS with regards to unlawful harassment. A complaint may be filed with DHR or the NYS Supreme Court. Address: One Fordham Plaza, 4th flr, Bronx, NY 10458, T: 888-392-3644, W: www.dhr.ny.gov/complaint

New York City Commission on Human Rights: Employees who work in NYC may choose to file complaints or unlawful harassment with the New York City Commission on Human Rights. Address: Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th flr, New York, NY, T: 212-306-7450, W: www.nyc.gov/html/cchr/html/home/shtml

United States Equal Employment Opportunity Commission (EEOC): The EEOC enforces federal anti-discrimination laws. The EEOC has district, area, and field offices where complaints can be filed. T: 800-669-6820 (TTY), W: www.eeoc.gov or email info@eeoc.org

18. **Have you filed a claim regarding this complaint with a federal, state or local government agency?**

Mark only one oval.

Yes

No

19. Have you instituted a legal suit or court action regarding this complaint?

Mark only one oval.

Yes

No

20. Have you hired an attorney with respect to this complaint?

Mark only one oval.

Yes

No

Submission

By clicking submit, you request that Fractured Atlas investigate this complaint of sexual harassment in a timely manner. The details of the complaint will be kept confidential to the extent possible, to ensure due process for all parties.

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