

## WORKPLACE HARASSMENT COMPLAINT INTAKE CHECKLIST

Under the [North Dakota Legislative Assembly Policy Against Workplace Harassment](#), an individual may submit a complaint of workplace harassment to the contact person. A contact person includes the Majority and Minority Leaders in the Senate and House of Representatives, or their designee of the opposite gender, or the President Pro Tempore or Speaker of the House if the complaint is against the Majority or Minority Leaders in the Senate or House of Representatives. A contact person who receives a complaint from an individual who believes he or she was subjected to workplace harassment must complete the following checklist of intake items.

The checklist below pertains to the complaint filed by [NAME OF COMPLAINANT] against [NAME OF ACCUSED] on [MONTH DAY, YEAR], which was received by [NAME OF CONTACT PERSON WHO RECEIVED THE COMPLAINT], who is the contact person for this complaint.

### INTAKE CHECKLIST

1. Document the date and time of the complaint and the name of the individual making the complaint.
  - The complaint was received on [MONTH DAY, YEAR] at [TIME].
2. If the complaint is verbal, create a written record describing the circumstances comprising the conduct being reported.
  - The complaint was verbal (summary of verbal complaint using the *Workplace Harassment Complaint Form* is attached). **OR**
  - The complaint was written (complaint documents are attached).
3. Determine whether there is an immediate risk of harm to the individual making the complaint and, if so, notify the Majority and Minority Leaders of each house (the Majority and Minority Leaders must meet immediately to determine how to address the risk).
  - No immediate risk of harm was identified, see #6 below. **OR**
  - An immediate risk of harm was identified. The Majority and Minority Leaders were contacted, and met to determine how to address the risk on [MONTH DAY, YEAR] at [TIME].
4. Inform the individual making the complaint of the next steps in the process of investigating the complaint, what to do if he or she is contacted by the individual accused of harassment, and, if he or she is a state employee, provide the contact information for the employee assistance program.
  - A letter (attached) was sent to the complainant regarding the information above on [MONTH DAY, YEAR].
5. Create a file for records arising from or related to the intake and ensure access to the file is protected in accordance with the confidentiality provisions of the policy.
  - A secure intake file was created on [MONTH DAY, YEAR].
6. Submit a copy of this completed form and the written records arising from or related to the intake to the Majority and Minority Leaders within 24 hours of receiving the complaint.
  - A copy of this form and the written records relating to the complaint were provided to the Majority and Minority Leaders on [MONTH DAY, YEAR].