Under the [*North Dakota Legislative Assembly Policy Against Workplace Harassment*](https://ndlegis.gov/sites/default/files/resource/68-2023/miscellaneous/23.9376.02000.pdf), 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 COMPLAINT, who was 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.

1. If the complaint is verbal, create a written record describing the circumstances comprising the conduct being reported.

* The complaint was verbal, summary attached. **OR**
* The complaint was written, file created.

1. Determine whether there is immediate risk of harm to the individual making the complaint and, if so, notify the review panel members (the panel must meet immediately to determine how to address the risk).

* No immediate risk of harm was identified, see #4 below. **OR**
* An immediate risk of harm was identified. The panel members were contacted, and the panel met to determine how to address the risk on MONTH DAY, YEAR at TIME.

1. If there is no immediate risk of harm to the individual making the complaint, schedule a meeting of the review panel to occur within 48 hours of receipt of the complaint and ensure the review panel members are notified of the meeting.

* No immediate risk of harm was identified. The panel members were contacted, and a meeting of the panel was held on MONTH DAY, YEAR at TIME. **OR**
* An immediate risk of harm was identified, see #3 above.

1. 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, the contact information for the employee assistance program.

* A letter was sent to the complainant regarding the information above on MONTH DAY, YEAR.

1. 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.

1. Submit a copy of the written records arising from or related to the intake to the review panel members before the meeting.

* A copy of the written records relating to the complaint were provided to the review panel members on MONTH DAY, YEAR.

1. Document whether all checklist requirements were fulfilled.

* All checklist requirements have been completed.