

APPENDIX I

EXAMPLE INCIDENT FORM FOR REPORTING WORKPLACE SEXUAL HARASSMENT OF FARMWORKERS

INSTRUCTIONS: Information shared with the organizations included in this will remain strictly confidential to the extent allowed by law.

Some organizations such as state agencies and educators are required to disclose identifying information. After you complete the following form, send a copy of the referral form with a date and county of the referral for record tracking purposes to the WA Human Rights Commission.

(Please provide all available information for the informant/victim)

Name: _____

Mailing Address: _____

Telephone number: _____

Email address: _____

Sexual Identity: Female Male Transgender Gender Fluid

(Please provide information about the person completing the referral)

Name: _____ Agency/Office: _____

Telephone number: _____ Email address: _____



PROBLEM(S): (Mark all that apply):

- Sexual Violence: Any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic, or otherwise directed, against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting, including but not limited to home and work.
 - Sexual violence includes a wide range of acts, from sexual harassment to forced sexual penetration or a variety of acts of coercion that can include social pressure and threats of use physical violence.

- Sexual Assault: any sexual contact that occurs without the express consent of the recipient. Whether the recipient is physically forced, or coerced to participate, or has refused or is unable to give consent, sexual assault is a serious crime.
 - As a violent crime, sexual assault includes acts of rape, forced kissing or fondling, other non-consensual sexual acts, and child sexual abuse. To explore this concept, consider the following sexual assault definition.

- Harassment: the repetitive unwanted attention of a sexual nature or recurring unwanted attention based on sex. Sexual harassment can be spoken, bodily, or visual. It can happen to women, men, transgender, and nongender-conforming people, and it is not constrained by sexual orientation.
 - Examples of sexual harassment include any unwelcome comments, demeanor, or actions regarding sex, gender, or sexual orientation. Sexual harassment in the workplace is a type of discrimination.

- Threats

- Prefer Not to Say

Keeping in mind the privacy and safety of the victim, please check the preferred method of referral contact. Check all that apply.

The informant/victim prefers to be contacted by:

Telephone / Text Message

With a message from someone that says the call is from an agency/office that can offer help

With a message from someone that says the call is from an agency/office that can offer help

With a message from someone who only leaves their name and telephone number

Only a phone call with no voicemail or text message

Email

Have an agency/office that can offer help visit the victim

The person that completed this form, or someone that the victim trusts and can be a safe contact:

Name of support person: _____

Mailing Address: _____

Telephone number: _____

Email: _____

The informant/victim prefers to receive no contact and only wants to make an anonymous tip.

COMMENTS (Provide a general details):