**Harassment and/or Sexual Misconduct notification of complaint form**

The completion and submission of this form initiates a formal complaint under the University’s Prevention of Harassment and Sexual Misconduct Policy.

Completed forms should be submitted to the Head of Student Support at saw@leeds-art.ac.uk. Alternatively, you may send a copy of the form to Human Resources at hradvisers@leeds-art.ac.uk

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| --- | --- | --- |
| 1 | Name |  |
| 2 | Student Number |  |
| 3 | Course and Level of Study |  |
| 4 | Home Address |  |
| 5 | Contact DetailsMobile Number:Email: |  |
|  |
| 6 | Name(s) of the person(s) about whom you are complaining (i.e. the Respondent(s) |  |
| 7 | Please state if this is a complaint about harassment or Sexual Misconduct or both |  |
| 8 | Please provide information if the complaint relates to a protected characteristic? |  |
| 9 | Have the police been involved? |  |

|  |
| --- |
| Please outline your complaint with a brief description of what occurred during the incident(s) including the date(s) and location(s). Who was involved and were there any witnesses? Are there any other points you wish to raise?  |
|  |

In signing this form, I signify that this report is a true record of my complaint.

I understand that this form may be given to the respondent during an investigation of my complaint; if my complaint results in a disciplinary hearing the form will be included in the papers for the hearing; I may be asked to give evidence at the hearing.

Complainant’s name (PLEASE PRINT)……………………………………………………………

Complainant’s signature: …………………………………………… Date:……………………

**NB. Head of Student Support must advise Human Resources of this formal complaint before proceeding.**