



INSTRUCTOR/STUDENT INCIDENT REPORT FORM

The purpose of this form is to report an incident involving sexual harassment or discrimination that has, or may have, occurred in the conduct of instruction at a CEF facility or at any activity or facility related to programs associated with CEF.

ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

The Construction Education Foundation, Inc. has a strict policy against sexual harassment or discrimination of any kind. This form is intended to help discourage any such activity by immediately identifying any occurrence that has or may have taken place, and by identifying necessary action that will help to prevent future incidents. If you have personally witnessed or been the object of sexual harassment or discrimination, please complete this form and submit it to the CEF office as soon as any incident occurs.

Print Name: _____

Employer: _____

Briefly describe the incident: _____

What attempts have been made to address the issue? Have you involved the Instructor?

Were there other students or instructors involved in this incident? If yes, please identify each person by name, their role and/or knowledge relative to this incident.

Please present your incident statement in chronological order with all relevant facts and dates pertaining to this issue. Please identify any individuals that could help to substantiate your complaint. Use as many pages as necessary to state your facts.

Please give a detailed account of the incident. _____

