



CLOC MUSICAL THEATRE - BULLYING AND/OR HARASSMENT REPORT FORM

Complete this form to report an instance of bullying and or harassment.

Directions: Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred while engaged in any context related to the activities of CLOC Musical Theatre, whether in person or on the Internet; or that substantially disrupted the orderly operation of CLOC Musical Theatre. Bullying, harassment and intimidation mean any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile environment by substantially interfering with a participant’s benefits, opportunities or performance, or with an individual’s physical or psychological well-being. The conduct must

- (1) be motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability, or
- (2) be threatening or seriously intimidating.

Electronic communication means communication transmitted by means of any electronic device, including all social media.

Conduct that is of a sexual nature is the most commonly reported form of sexual harassment. This term is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes and inquiries about a person’s sex life. Sexual harassment is the broader term that encompasses conducts of a sexual nature such as unwelcomed sexual advances, requests for sexual favours, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behaviour that is gender-specific. If you are a CLOC Musical Theatre office holder, participant, volunteer or contractor and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the CLOC Administrator. You may contact the CLOC Administrator for additional information or assistance at any time.

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REPORT DETAILS *(please print)*

TODAY’S DATE: *day month year*/...../.....

YOUR NAME:

MOBILE PHONE:

E-MAIL:

NAME OF ALLEGED WITNESS(ES):
.....
.....

NAME OF ALLEGED OFFENDER(S):
.....

ON WHAT DATE(S) DID THE INCIDENT HAPPEN?:

day month year/...../.....

day month year/...../.....

day month year/...../.....

day month year/...../.....

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INCIDENT DETAILS

Place an X next to the statement(s) that best describes what happened (*choose all that apply*):

- Any bullying, harassment or intimidation that involves physical aggression
- Teasing, name calling
- Making critical remarks or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Intimidating, (bullying), extorting, or exploiting
- Spreading harmful gossip or rumours
- Making comments related to a disability
- Making comments about a perceived sexual orientation
- Racial harassment
- Sexual harassment
- Sexual in nature.

Describe the incident(s), including what the alleged offender said or did.

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(attach a separate sheet if necessary)

Did a physical injury result from this incident? (*please tick the appropriate box*)

No Yes, but it did not require medical treatment Yes, and it required medical treatment

Did a psychological injury result from this incident? (*please tick the appropriate box*)

No Yes, but psychological services have not been sought
Yes, and psychological services have been sought

Is there any additional information you would like to provide?

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(attach a separate sheet if necessary)

Signature: Date:/...../.....