### Complaint Form for Sexual Harassment in CITK

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| Complaint Submission Date | |  |
| Complainant Details | Name (in Block Letters) |  |
| Designation and Department |  |
| Communication Address |  |
| Email & Mobile Number |  |
| Respondent Details | Name (in Block Letters) |  |
| Designation and Department |  |
| Communication Address |  |
| Email & Mobile Number |  |
| Name of the Company (in cases where the Respondent is from other workplace) |  |
| Date, time and place of the incident (If the incident has been repeated multiple times, please mention all) | |  |
| Details of the complaint/incident (Please write as much in detail as required): | | |
| Name/s of witness/es you would like to provide from your end:  (Please note that these are the members from the CITK who can provide support to your complaint and will be called by the IC during the inquiry. It will help the IC to conduct its inquiry if you provide witness (es) from your side. Feel free to speak to any of the IC members to understand this further. Provide witness/es full name/s, designation and the purpose for which they are being mentioned) | | |
| Mention any evidence (in the form of sms, whatsapp messages, video, audio, email, or any other format or form) that you have or would like to present to support your complaint:  (Please be assured that the absence of any evidence does not invalidate your complaint. However, any evidence that you may share with the IC will be helpful in assessing the complaint) | | |
| Any other information that you would like to bring to the notice of the IC to support your complaint: | | |

Complainant Name and Signature