

Program Productions, Inc.

Program Productions' sexual harassment policy is contained in the PPI Field Employee Handbook available to you through the PPI employee portal at <http://programproductions.com/employee-portal>.

If you believe that you have been subjected to sexual harassment, you are encouraged to promptly complete this form and submit it to Human Resources at: HR@programproductions.com.

You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, you should contact your supervisor, PPI Crewer or Human Resources and he or she will complete this form, provide you with a copy and follow PPI's sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, please see the employee portal or information available at the applicable state or local government website for your jurisdiction.

COMPLAINANT (YOUR) INFORMATION

Name: _____

Address: _____

Phone Number: _____

Technical Position: _____

Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY AT TIME OF INCIDENT

Supervisor's Name: _____

Title: _____

Phone: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Offender's Name: _____

Offender's Title or Technical Position: _____

Offender's Phone Number (if known): _____

Offender's Email (if known): _____

Relationship to you: Supervisor Subordinate Co-Worker

Other (explain) _____

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

_____	_____
_____	_____

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ *Date:* _____

When we receive a complaint about alleged sexual harassment, we will follow our sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process will vary from case to case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

We will document the findings of the investigation and basis for our decision along with any corrective actions taken and will notify the employee involved and the individual(s) against whom the complaint was made. This may be done via email.