	GUIDELINES FOR HANDLING SEXUAL HARASSMENT CASES STUDENT AFFAIRS DIVISION
	INCIDENT COMPLAINT FORM

Complaint No. :/.....

Title of Complaint:

Date of Complaint :..... Time :

DETAILS OF COMPLAINANT :

Name :

Identification Card No. : Staff No./Matric No. :

Position / Occupation :

College/ Address :

Phone No. :

DETAILS OF DISTURBING PARTY (DIP) :

Name :

Identification Card No. : Matric No. :

Courses : Semester :

Faculty :

College/ Address :

Phone No. :

INCIDENT INFORMATION :

Date of Incident : Time of Incident :

Place of Incident :

Frequency of Occurrence : Consequences:

DESCRIPTION OF COMPLAINT :

Please attach proof of complaint (if any)

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VALIDATION OF COMPLAINANT :

Complainant Signature :

VERIFICATION OF RECEIVING OFFICER :

Signature and Stamp :

Date :

	GUIDELINES FOR HANDLING SEXUAL HARASSMENT CASES STUDENT AFFAIRS DIVISION
	SETTLEMENT AGREEMENT 1

After discussion of both parties, an agreement has been reached between the Disturbed Party (DEP).....

(I/C No.) and Disturbing Party (DIP)

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(I/C No.)

It is hereby agree :

- (i) DIP apologizes for the sexual harassment committed against DEP and promises not to inflict further sexual harassment against DEP.
- (ii) DEP agrees to forgive acts of sexual harassment committed by DIP.
- (iii) Both parties agree not to pursue the case to the third party. Therefore, the case is closed.

CONFIRMED BY DIP :

CONFIRMED BY DEP :

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(DiP Signature)

(DeP Signature)

Date :


Date :

VERIFIED BY WITNESS :

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(Witness Signature and Stamp)

Date :

	GUIDELINES FOR HANDLING SEXUAL HARASSMENT CASES STUDENT AFFAIRS DIVISION
	SETTLEMENT AGREEMENT 2 (NO CASE)

Upon examining the decision of the Special Committee on Internal Investigation, and there was no case of sexual harassment as reported, and through the discussion process, between the Disturbed Party (DEP) (I/C No.) and Disturbing Party (DIP)(I/C No.)

Agree:

- (i) to forgive and not to extend the case to the other party. Therefore, case is closed.

CONFIRMED BY DIP :

CONFIRMED BY DEP :

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(DIP Signature)

(DEP Signature)

Date :

Date :

VERIFIED BY WITNESS :

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(Witness Signature and Stamp)

Date :