

## Complainant Form

New York State Labor Law requires all employers and religious institutions to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment. Whether in the context of work, volunteering, attending sittings, or some other capacity, if you believe that you have been subjected to sexual harassment at the Rochester Zen Center, you are encouraged to complete this form and submit it online or in print to one of the following individuals: Ven. Trueman Taylor (Head of Zendo at Arnold Park, [trueman@rzc.org](mailto:trueman@rzc.org)), Donna Kowal (Head of Zendo at Chapin Mill and Sangha Programs Manager, [donna@rzc.org](mailto:donna@rzc.org)), Kathy Collina (a Rochester-based longtime member and former trustee, and a licensed mental health counselor, [kathy.collina@gmail.com](mailto:kathy.collina@gmail.com)).

You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, contact one of the individuals above. A Zen Center representative may complete this form for you, provide you with a copy, and follow the sexual harassment prevention policy by investigating the claims as outlined below and in the sexual harassment policy statement at <https://www.rzc.org/about/governance/policies-and-bylaws/sexual-harassment-policy/>.

For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](https://www.ny.gov/programs/combating-sexual-harassment-workplace).

Name:

Home address:

Email address:

Position:

Select Preferred Communication Method: in person, video call, phone, email

If you're an employee of the Rochester Zen Center, please provide the following:

### SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Location: Arnold Park, Chapin Mill

Phone:

Email:

### COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made about:

Name:

Title:

Address:

Phone:

Relationship to you: Supervisor, Subordinate, Co-worker, Fellow Sangha Member, Other

2. Please describe what happened and how it is affecting you and your work or experience at the Zen Center. If necessary, please use additional sheets of paper 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:

*This 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: \_\_\_\_\_

## **Instructions for Representatives of the Rochester Zen Center**

If you receive a complaint about alleged sexual harassment, follow the Center's sexual harassment prevention policy. An investigation involves:

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

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

Document the findings of the investigation and the basis for your decision along with any corrective actions taken and notify the employee or member and the individual(s) against whom the complaint was made. This may be done via email.