



TOURO COLLEGE AND UNIVERSITY SYSTEM
COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to

For all Touro complaints, please contact:

Matthew Lieberman
Title IX Coordinator
Touro College
500 Seventh Avenue, 4th Floor
New York, NY 10018
Phone: 646-565-6000 x55667
Email: matthew.lieberman@touro.edu

For all New York Medical College complaints, please contact:

Katherine Dillon Smith, M.S.W.
Title IX Coordinator
New York Medical College
40 Sunshine Cottage Road
Valhalla, NY 10595
Phone: 914-594-4527
Email: Katherine_Dillon@NYMC.edu

Once you submit this form, Touro will follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, Touro will continue to follow its sexual harassment prevention policy by investigating any claims, as outlined at the end of this form.

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

COMPLAINANT INFORMATION

Name: _____

Home Address: _____

Phone: _____

Job Title: _____

Email: _____

Select Preferred Communication Method: (please select one) Phone Email

1. Your complaint of Sexual Harassment is made against: _____

Name: _____

Title: _____

Address: _____

Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Professor
 Student Admin Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. 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 that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment?

Yes No

If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

Yes No

Have you instituted a legal suit or court action regarding this complaint?

Yes No

Have you hired an attorney with respect to this complaint?

Yes No

I request that Touro College investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____