

APPENDIX 6

Acknowledgement of receipt of a declaration of sexual or gender-based violence or harassment

[Date]

Re: Acknowledgement of receipt of your letter/email dated *[date of reporting]*

Dear Sir/Madam *[name of the person who reported]*

I hereby express my keen interest in your letter/email/oral testimony dated *[date]* in which you informed us that you had been subjected to/witness to acts that could constitute sexual/gender-based harassment/violence.

In your letter/email/report, you mention notably *[make a list of the elements mentioned in the letter/the observations in support of the reporting]*.

I would like to inform you that Mr/Ms *[name of the person in charge of handling the case and their function within the company]* is in charge of an initial analysis of your report. In this context, he/she will contact you as soon as possible for a first interview, the purpose of which is to exchange on the incidents you have reported and to inform you about the following actions that will be taken.

At the same time, I would ask you to send me as much additional information that could confirm, support, or specify the comments/behaviour you say you have been subjected to/witness to (emails, text messages, comments or gestures made, dates and places these events took place...) as well as the names of those who could testify to them.

Please be assured that our services will pay the utmost attention to the follow-up of your report.

Yours sincerely,

[Signature and function within the company]