

APPENDIX 8

Letter to send to the employer to report incidents of sexual harassment/sexual assault/gender-based misconduct.

[Date]

Re: report of sexual harassment/sexual assault/gender-based misconduct

Dear Sir/Madam *[Name of the employer or of the branch manager]*,

I, the undersigned Ms/Mr ..., employee of *[name of the company]* as *[job title]* hereby inform you of the behaviours I have witnessed since *[date of the beginning of the incidents]* from Ms/Mr *[name of the SGBVH perpetrator]* on Ms/Mr *[name of the SGBVH victim and job title]*.

[Make a list, as detailed as possible, of all the behaviours you have witnessed, specifying for each of them as much as possible the location, date, context, and nature of the behaviours (comments/email/obscene gesture) and the witnesses].

You will find attached to this letter, the following elements in support of my report.

[List all the evidence that you have if you have any. It can include:

- *Testimonies of Ms/M [witnesses names];*
- *A certificate issued by the occupational physician/my GP attesting to the abovementioned behaviours' consequences on my health.*

If listing evidence is too difficult in this first letter of report, it is not necessary to include them at this stage. You can provide the evidence that you have at a later stage, when the internal investigation will be launched within the company.]

These behaviours, taken as a whole, constitute *[choose the ones that applies to your situation]*

- *Sexual harassment as defined in articles L. 1153-1 of the Labour Code and 222-33 of the Penal Code*
- *Gender-based misconduct as defined in article L1142-2-1 of the Labour Code.*
- *Sexual assault as defined in article 222-22 of the Penal Code.*
- *Rape as defined in article 222-23 of the Penal Code.]*

Therefore, and in accordance with your obligations under article L. 1153-5 of the Labour Code and considering the consequences of these behaviours on my physical and mental health, I would be most grateful if you would take the necessary measures to put an end to them as soon as possible.

I am at your disposal for any request for clarification regarding the incidents reported in this letter.

Sincerely,

[Name and Signature]