



**Sexual Harassment Office**  
Earth Sciences Building ER6039  
Memorial University of Newfoundland  
St. John's, NL Canada A1C 5S7  
Tel: 709 864 2015  
[www.mun.ca/sexualharassment](http://www.mun.ca/sexualharassment)

## Form # 2

### Request for an Informal Resolution

I have filed a complaint of sexual harassment and I am now requesting that this matter be resolved through an Informal Resolution as indicated below, and as described in the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints. I understand that the respondent can refuse the request for an informal resolution.

- I, the complainant will approach the Respondent, making it clear why the behavior is viewed as unacceptable and gives rise to concern.
- I, the complainant will write the Respondent (and understand that the respondent can respond to the letter).
- The Advisor will contact the Respondent to advise them of the complaint and of the Complainant's request that the matter be resolved informally. The Advisor may seek the assistance of a third party to facilitate an informal resolution and where appropriate, advise the Complainant and Respondent.
- The Advisor will recommend, where appropriate and facilitate, the provision of individual or group sexual harassment awareness training.
- Any other processes that meet the goals of informal Resolution

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sexual Harassment Advisor

\_\_\_\_\_  
Date

*The information on this form is collected as per the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints as outlined in the Procedures. If you have questions about the collection and use of this information, contact the Sexual Harassment Advisor, Sexual Harassment Office at 709-864-2015.*