

FORMAL WORKPLACE HARASSMENT COMPLAINT

COMPLAINT AGAINST COWORKER

Complainant Name:	Rebecca Torres	Date of Complaint:	May 21, 2026
Job Title:	Marketing Coordinator	HR Reference No.:	HRC-2026-0088
Department:	Marketing & Communications	Complaint Type:	Hostile Work Environment
Respondent Name:	Kevin Marsh	Respondent Title:	Senior Marketing Analyst
Submitted To:	Lisa Park, HR Manager	Submission Method:	In person + email

Nature of the Complaint

I, Rebecca Torres, am formally submitting this complaint against Kevin Marsh, Senior Marketing Analyst, for persistent verbal harassment and conduct that has created a hostile work environment. The behavior described below has occurred repeatedly since February 2026 and has significantly affected my ability to perform my job duties.

Incident Log

Date	Location	Description of Incident	Witnesses
Feb 11, 2026	Open-plan office	Kevin made a derogatory comment about my work in front of the team, saying 'Clearly, you can't understand how marketing works.'	James King, Alex Kim
Mar 3, 2026	Team meeting (Zoom)	Kevin interrupted me repeatedly during my presentation and told the team to 'get on with it' and 'finish' after I raised a concern.	Full team (6 people)
Mar 19, 2026	Break room	Kevin made a comment about my age and said younger employees 'don't know what hard work looks like.' He directed this comment towards me.	None present
Apr 7, 2026	Open-plan office	Kevin forwarded my draft report to the team with the comment: 'Can you please fix this? It's embarrassing.' He did not give me a chance to respond.	Chris Lee
Apr 28, 2026	Team meeting	Kevin accused me of 'undermining the department' in front of our clients. He said, 'Rebecca is undermining the team's efforts.'	David Chen (manager), Priya Sharma
May 9, 2026	Slack (work chat)	Kevin sent a message in the team channel calling my client analysis 'incomplete' and 'rushed.' Screenshots available upon request.	Scattered throughout Slack

Impact on Complainant

The ongoing pattern of behavior described above has caused significant distress. I have experienced increased anxiety before team meetings, difficulty sleeping, and a reluctance to contribute ideas in group settings out of fear of public humiliation. I have not previously submitted a formal complaint, but I did speak informally to my manager, David Chen, on March 25, 2026. No action was taken following that conversation.

Evidence Available

Type	Description	Available
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Slack messages	Screenshots of April 28 and May 9 messages	Yes — attached
Email records	Forwarded draft with Kevin's comment (April 7)	Yes — attached
Witness statements	James Okafor and Priya Shah have agreed to provide statements	Pending HR request
Meeting recordings	Zoom recording of March 3 team meeting	IT department retention

Requested Outcome

I am requesting that HR conduct a formal investigation into Kevin Marsh's conduct. I am also requesting that appropriate disciplinary action be taken, that my work arrangements be reviewed to minimize direct interaction with Mr. Marsh pending the investigation, and that I receive written confirmation of the outcome.

I understand that my complaint will be kept as confidential as reasonably possible and that I am protected from retaliation under company policy and applicable employment law.

Complainant Signature	HR Representative (Received By)
Rebecca Torres	Lisa Park, HR Manager
Date: _____	Date: _____

Submission of this complaint initiates a formal HR investigation. The complainant is protected from retaliation. Sample document — AI For Legal Research (aiforlegalresearch.com)