

# FORMAL WORKPLACE HARASSMENT COMPLAINT

COMPLAINT AGAINST  
MANAGER / SUPERVISOR

<b>Complainant Name:</b>	Daniel Osei	<b>Date of Complaint:</b>	May 21, 2026
<b>Job Title:</b>	Paralegal	<b>HR Reference No.:</b>	HRC-2026-0094
<b>Department:</b>	Legal Operations	<b>Complaint Type:</b>	Supervisor Harassment / Intimidation
<b>Respondent Name:</b>	Patricia Holt	<b>Respondent Title:</b>	Senior Associate & Team Lead
<b>Submitted To:</b>	Marcus Webb, Director of HR	<b>Submission Method:</b>	Certified mail + email

## Nature of the Complaint

I, Daniel Osei, am filing this formal complaint against my direct supervisor, Patricia Holt, for a pattern of intimidation, disparate treatment, and conduct I believe constitutes workplace harassment. The incidents described below have occurred over a period of approximately four months. I am submitting this complaint directly to HR because the respondent is my immediate supervisor, making a direct resolution impossible.

## Incident Log

Date	Type	Description	Witnesses / Evidence
Jan 15, 2026	Intimidation	Patricia told me privately that if I 'kept raising issues in meetings' she would 'take care of me' immediately. She did.	
Feb 4, 2026	Disparate treatment	I was removed from the Henderson case without explanation. An colleague Patricia assigned to the file, same role) was	
Feb 20, 2026	Exclusion	Patricia excluded me from a client briefing attended by all other attorneys. (I took notes) When I asked, she said I 'had	
Mar 12, 2026	Public humiliation	Patricia criticized my work in front of two partners and three colleagues. Patricia told me I had made a 'strategic error' she had	
Apr 2, 2026	Threat	After I raised a concern to the HR director informally, Patricia called me into her office and said, 'I hope you're not plan	
May 3, 2026	Performance review	My Q1 performance review was the lowest on the team despite receiving positive feedback from the Partners. Feedback available	

## Retaliation Concern

I note that the April 2 incident occurred within 48 hours of my informal conversation with HR. I believe this constitutes potential retaliation. I am documenting this concern explicitly because retaliation following a complaint is prohibited under Title VII of the Civil Rights Act of 1964 and under our company's own Anti-Harassment Policy (Section 6.3).

- If you are experiencing retaliation after filing a complaint, document every incident immediately with dates, times, and any witnesses. Do not wait until the investigation concludes. Retaliation claims are treated as separate violations and must be reported independently.

## Requested Outcome

#	Request
1	A formal investigation by HR or an independent third party (given respondent's seniority).
2	Interim reassignment of my direct supervisory line to another senior associate pending the outcome.
3	Review of my Q1 performance evaluation in light of the investigation findings.
4	Written confirmation within 5 business days that this complaint has been received and that an investigation will be conducted.
5	Protection from any further retaliatory action by the respondent or anyone acting on her behalf.

Complainant Signature	HR Director (Received By)
<b>Daniel Osei</b>	<b>Marcus Webb, Director of HR</b>
Date: _____	Date: _____

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