

Dramatists Guild Incident Report

If you are a member of the Dramatists Guild and would like to report an incident of sexual harassment or abuse in the workplace, please save this form to your computer and use the [BA Help Desk Portal](#) to submit it to the Guild's Business Affairs department.

If you are not a Guild member and would like to register a complaint against a Guild member, please send this as an email attachment to info@dramatistsguild.com.

Even if you do not wish to report the incident now, please consider filling out this form so you will have a contemporaneous record of the event, which may be of use to you later.

The questions in this report form are intended to be prompts that guide your thinking about the incident. The more information you can record, the better for your purposes, but you don't have to fill out everything to submit a report. If you cannot remember, or do not know, just move on to the next question. Think of the form as a note to yourself and try to answer the six fundamental questions of journalism: what, where, when, why, who and how.

If you are a member who needs further assistance, you can call the business affairs department to have a confidential discussion with our director of business affairs, at (212) 398-9366.

IMPORTANT: *Any reports submitted to the Guild will be treated as private and confidential, but please be advised that the Guild is not your attorney, so this material is not immune to a court order under any attorney-client privilege. In addition, the Guild will take reasonable precautions to secure this information by storing it by file number (not by name) on in a hard drive located in our offices, with no network access, but no extraordinary "lock box" encryption procedures will be employed.*

**Please use the form below to record the incident(s).
Please store this in a safe place.**

Today's Date:

Incident Information:

1. Name of harasser:
2. Relation to harasser (employer/contractor/employee/co-worker/licensee-licensor/other):
3. Type of harassment (hostile work environment, verbal abuse, threats, inappropriate touching, assault, or demand for *quid pro quo*, etc.):
4. Date and time of the incident:
5. Location of the incident (was it in the workplace?):
6. Description of the incident [*Please be as detailed as possible*]:
7. Enclosed evidence (screenshots, emails, circumstantial evidence, etc.):

8. List any witnesses:

9. Why do you believe you were target?

10. Date(s) and time(s) of previous incident(s) with this harasser, if any:

11. Description of previous event(s) with this harasser, if any: [*Please be as detailed as possible*]:

12. Did you speak to anyone about this incident? If so, what is your relation to them?

13. As far as you know, is the harasser a member of a theatrical union? If so, have you reported the incident to them? What were the next steps that they took, if any?

14. As far as you know, is the harasser a member of the Dramatists Guild?

15. Have you reported the incident to any agency of law enforcement? If so, which one(s)?

16. Did you talk to any social services provider (like The Actor's Fund?) If so, which one(s)?

17. Have you spoken to a lawyer?

Production Company/Theater ("Producer") Information:

1. Name of Producer, Production Company, Artistic Director or Theater (i.e., "Producer"):

2. What was your relationship to the Producer? As far as you know, were you the Producer's employee / independent contractor / licensee / other?
3. Length of employment by (or duration of other relationship to) the Producer:
4. Did you ever sign a confidentiality, non-disclosure, or non-disparagement agreement with the Producer?
5. Did the Producer have a "human resources" department, or any other department, individual, or agency authorized by the Producer to accept such complaints on the Producer's behalf? If so, who?
6. If you told the Producer (or anyone else authorized by the Producer), what were the next steps that they took?
7. Did they handle your situation appropriately? Explain why or why not.
8. Did you tell anyone else working for the Producer about your incident(s)? Who?
9. What form(s) of retaliation are you currently facing (if any)? List the examples and evidence of retaliation.

If You Resigned:

10. Why did you decide to resign? Is it related to the incident? Please explain.

If You Were Terminated:

11. If you were terminated, for what reason did your employer give for your termination?

12. If you believe you were terminated for a different reason, please explain.

13. Please provide details of events (including dates and times) leading up to the termination.