



## **AGMA Harassment Reporting Template**

Thank you for taking the brave first step and coming forward to report an incident. This was not your fault and you are not alone. Once you contact us, we will connect you to the support you need and help you along the way as we proceed.

Harassment can be experienced in many forms, including sexual (*behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation*), race, gender identity, age, sexual orientation, marital status, race, national origin, cultural identity, ancestry, citizenship status, religion, disability, medical condition, just to name a few.

In order to help frame your situation and document what happened, please answer the following questions. **Send your completed answers via email directly and confidentially to [reporting@musicalartists.org](mailto:reporting@musicalartists.org).**

1. Where did the incident take place (*please be specific*)?
2. When did it occur (*date and time*)?
3. Who was present (*names and roles/position*)?
4. What happened (*as detailed as possible*)? *Please try to include as full a description as possible, including verbal statements or if any physical contact was involved.*
5. What was said (*please recall as best you can*)? *Try to recall if any threats, requests, demands, etc. were stated.*
6. Were there any witnesses? If so, please share each name, position and contact information.
7. Has it been reported? If so, to whom (their role i.e. Delegate or Management) and when were they informed?



8. If reported, has there been any response?
9. How did you or the person harassed (if not you) react to the harassment?
10. Is there anything else you wish to share at this time?

We fully encourage you to contact AGMA, either by phone 212.265.3687 or 800.543.2462 or at [reporting@musicalartists.org](mailto:reporting@musicalartists.org). All reports will go directly to AGMA's National Executive Director, Len Egert, as well as to AGMA's Eastern and Western Counsels. We assure strict confidence. All reports will be responded to as quickly as possible. If your case involves criminal allegations, please call 911 immediately and report it to law enforcement.