

To: [Name Withheld](#), HRM
CC: [Randall Keene](#)[Date is missing as is the From line \(Bill Schule\)](#)
Subject: Sexual Harassment Situation

Earlier today, I received an email from Abbe Wilsby about a situation between her and Randall Keene. Ms. Wilsby is accusing Mr. Keene of sexual harassment and the issue must be resolved soon.

Prior to reading the email from Ms. Wilsby, Mr. Keene entered my office [this morning](#) to tell his side of the story. He told me that approximately six months ago, Abbe and Randall had an intimate relationship, which has since been terminated. According to Mr. Keene, the [current problem](#)~~issue~~ arose when Randall wanted to rekindle the relationship, but Abbe did not feel the same way. Randall sent emails about starting the relationship again, and Abbe stated her intentions to stay single. It states in our employee handbook [where?](#) that emails discussing personal issues cannot be sent using the company email server, ~~and~~ Randall [agreed this morning](#) ~~said~~ that he is aware of this policy. I have attached two emails that have been exchanged between the two for evidence of the situation.

I am seeking the guidance of HR for the next steps. It is apparent that the two employees cannot continue to work on the same team, so a decision must be made [in that area](#). I am planning a meeting with Ms. Wilsby to hear her side, and I can update HR on the progress after that meeting. In the mean time, however, I ~~wanted~~ HR to be aware of the situation and be preparing to either terminate or move either employee to another department. I have informed Randall that he must stop sending personal emails using the company's server, and that he should not attempt to solve the situation himself before HR becomes involved. [Confidentiality is also important plus productivity.](#)

Bill Schule

Commented [GC1]: ???

Documentation Exercise Rubric Elements	Pts. possible	Pts. received
Formats the message clearly in memo to Randall Keene from supervisor Bill Schule. Your name is listed as HR manager. Abbe Wilsby is co-worker of Keene. 1 inch top and side margins. SS with DS between paragraphs. Emphasizes key points.	6	<u>5.5</u>
First paragraph emphasizes purpose of the documentation (why it is being sent) and the context of the situation.	6	<u>6</u>
Middle section of message provides accurate details of past interactions between Abbe and Randall. Relevant facts only without emotion/bias. Refers to attached evidence.	6	<u>6</u>
Ending clearly explains to Randall what the expectations are of the organization and what the next steps will be.	6	<u>5</u>
Clear, concise sentence construction with no editing errors. <u>Tense issues, etc.</u>	6	<u>5</u>
Total points	30	<u>27.5</u>
Comments:		