

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104-F-1 Discrimination/Retaliation Complaint Form

Employees, Officers, Contractors, Volunteers, Visitors, or other Non-Students shall use this form to report allegations of discrimination (including unlawful harassment) or unlawful retaliation.

Complaint No: _____

Complainant's Information

First Name

Initial

Last Name

Street Address: _____

City, State & Zip: _____

Phone: _____

Email: _____

Position Held: _____

Supervisor's Name: _____

Complaint Details

Complaint: _____

Identify type of discrimination, harassment, or retaliation:

- | | | |
|---|---|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Race | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Military Service | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Height | <input type="checkbox"/> Weight | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex: | <input type="checkbox"/> Other: _____ | |

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Did the Complainant report the discrimination, including unlawful harassment, or retaliation to the Supervisor? ☐ Yes ☐ No

What additional facts show that a person discriminated, harassed, or retaliated against the Complainant?

Known Witnesses: _____

Additional sheets or documents may be attached to this complaint, if necessary.

What is the best way to contact you? ☐ Email ☐ Phone

Retaliation against a person who reports discrimination, including unlawful harassment, is prohibited.

Complainant's Signature

Date

Please Print/Type Name

Internal Use Only

Date outcome of investigation reported to Complainant: _____