

2. Describe the nature of your complaint, the incident(s), date(s), and place(s). Attach additional pages to this complaint if necessary.

3. Have you previously notified your immediate supervisor or department head, dean, human resources office, or other appropriate person(s) (e.g. union representative) of the problem? Yes No

➤ If yes, who was notified and what action has been taken to date?

4. Identify others who may have observed or witnessed the incident(s) that you described:

Name:	Position:	Department:	Telephone:

5. Identify others you believe might have experienced the same situation.

Name:	Position:	Department:	Telephone:

6. Do you have any documents that support your allegation? (Please list and attach a copy)

