



Board Policy 1300 – Equal Opportunity Complaint Form

Complainant Name: _____

Building Assignment: _____ **Position:** _____

Home Address: _____

Work Address (if WSD Employee): _____

Phone: _____ **Email:** _____

Date(s) of Alleged Incident(s): _____

Nature of your complaint (check all that apply):

- Discrimination
- Harassment
- Sexual Harassment
- Retaliation

Based on which protected classification (check all that apply):

- | | |
|------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Color | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Other Characteristics protected by law (identify) |

Information of Alleged Victim (if someone other than Complainant):

Name(s): _____

Contact Information: _____

Name(s) of Alleged Perpetrators: _____

Location where the alleged conduct occurred: _____

Dates/Times when alleged conduct occurred: _____

List of all witnesses who were present: _____

Describe the incident with as much detail as possible, including what force (if any) was used, what was said (e.g., threats, insults, requests, demands, etc.), what actions were taken, and any physical conduct that was involved. Attached additional sheets if necessary or desired.

This complaint is based upon my honest belief that the foregoing information is true and accurate. I hereby certify that the information I have provided in this complaint as accurate and complete to the best of my knowledge.

Complainant's Signature

Date

For Office Use Only

Received By: _____ **Date Received:** _____

Further description of the incident (only if needed):

A large empty rectangular box with a black border, intended for providing a further description of the incident.