University of Idaho

Human Rights, Access and Inclusion (HRAI) Administration Building 104 PO Box 443160 Moscow, Idaho 83844-3160 Phone: 208-885-4285 Fax: 208-885-5050 <u>hrai@uidaho.edu</u>

DISCRIMINATION AND HARASSMENT COMPLAINT FORM

COMPLAINANT INFORMATION			
Name (Last, First, MI):		Home/Cell Phone No.:	
Home Address	Email Address:		
Status: UI Employee	Other:		

IF UI EMPLOYEE		
Department:	Hire Date (M/D/Y):	Work Phone No.:
Campus Address: SUPERVISORY INFORMATION (optic	Job Title:	
Name (Last, First, MI):	Shary	
Email Address:	Work Phone No.:	

IF UI STUDENT		
Campus Address (if different):	Last Date of Registration:	Academic Standing:
College/Department/Major:		

REPRESENTATIVE (if any)	
Name (Last, First, MI):	
Address:	Phone No.:
	Email Address:

INDICATE THE GROUND(S) ON WHICH YOU ARE MAKING YOUR COMPLAINT:		
Sex	Race	Religion
Gender Identity/Expression	Color	Disability
Sexual Orientation	National Origin	Medical Condition
Marital Status	Ancestry	🗌 Veteran Status
Age	Citizenship Status	Genetic Information (Genetic Information Nondiscrimination Act)
Other:		
Retaliation (please indicate the type of retaliation by checking the applicable box(es) above)		

RESPONDENT INFORMATION (against whom your allegations are made) Attach additional pages if necessary.		
Name (Last, First, MI):		
Relationship to you (supervisory, professor, co-worker, student, etc.):	Their work or classroom location:	

COMPLAINT INFORMATION

Please attach a statement that:

- 1) describes the nature of your complaint;
- 2) the incident(s) other specific act(s) that gave rise to your complaint;
- 3) when the incident(s) or specific act(s) occurred (or when you became aware of such act(s));
- 4) what university policies were violated;
- 5) how the incident(s) or act(s) violated the university policy; and
- 6) how you were adversely affected.

List and attach any documents that support your allegation:

What steps have you taken to resolve this complaint (to whom have you gone, what was attempted, what was the outcome, etc.). Attach additional pages if necessary.

Describe how you would like the complaint to be resolved. Be as specific as possible. Attach additional pages if necessary.

Identify others who may have observed or witnessed the incident(s) you described. Attach additional pages if necessary:

Name:	Address:	Email Address:	Telephone No.:	Position/Relationship:
Identify others	you believe may have	experienced the same sit	uation. Attach addition	nal pages if necessary:
Name:	Address:	Email Address:	Telephone No.:	Position/Relationship:

COMPLAINANT SIGNATURE			
To the best of my knowledge, the information I have submitted is accurate.			
Print Name:	Date:		
Signature:			