

TOWN OF BROOKLINE  
*MASSACHUSETTS*



# POLICY AGAINST DISCRIMINATION, SEXUAL HARASSMENT AND RETALIATION

HUMAN RESOURCES OFFICE  
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Office of Human Resources  
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# POLICY AGAINST DISCRIMINATION, SEXUAL HARASSMENT AND RETALIATION

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## I. POLICY STATEMENT

The Town of Brookline is proud of its tradition of congenial, respectful, professional relationships among its employees and its citizens and is committed to ensuring that these relationships remain cordial, respectful, inclusive and free of bias and prejudice. The Town of Brookline is committed to ensuring equitable participation for individuals of all backgrounds in all of its daily operations, consistent with state and federal civil rights laws. Consistent with these laws, the Town prohibits discrimination, sexual harassment and retaliation by or against its employees, as detailed below.

To achieve our goal of providing a workplace that is professional, diverse and inclusive, the Town of Brookline has zero tolerance for the conduct that is described in this policy, and when reported, it will take prompt, appropriate steps to investigate and, where found to exist, eliminate the conduct and impose any necessary corrective action, including significant disciplinary action.

This policy also serves as the Town's Notice of Rights and Grievance Procedure under Title IX, Title VI, and similar federal<sup>1</sup> and state<sup>2</sup> laws.

This policy applies to all persons employed by the Town of Brookline Board of Selectmen and any of the departments and division that report to the Board of Selectmen including represented and unrepresented employees, and to volunteers, interns, and, where applicable, to appointed and elected officials of the Town of Brookline, collectively referred to as "employees" herein. This policy does not apply to members of the Brookline School Committee or any of the employees or departments or divisions that report to the Brookline School Committee, including volunteers or interns of the Brookline School System; those individuals should refer to the Brookline Public School's anti-discrimination and sexual harassment policies.

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<sup>1</sup> *E.g.*, Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Genetic Information Nondiscrimination Act of 2003.

<sup>2</sup> *E.g.*, Massachusetts General Laws, Chapter 151B.

## II. PURPOSE

This policy has four general aims:

1. to educate employees of the Town of Brookline as to their right to work in an atmosphere free from discrimination, sexual harassment and retaliation as set forth in this policy;
2. to educate employees of the Town of Brookline as to what might constitute prohibited discrimination, sexual harassment and retaliation so that they will not engage in such behavior and will understand and expect specific consequences should they engage in such behavior;
3. to empower and strongly encourage those who reasonably believe that they have been the victims of discrimination, sexual harassment or retaliation to report any incidents of such behavior and to obtain relief, as appropriate under the circumstances, through a simple, yet comprehensive, complaint procedure; and
4. to hold responsible and discipline those who engage in discrimination, sexual harassment and/or retaliation.

## III. PROHIBITED DISCRIMINATION

The Town of Brookline ("the Town") strictly prohibits discrimination (*i.e.*, adverse or hostile treatment) on the basis of the following protected classes and characteristics:

- Race or color,
- Religion,
- National origin or ancestry,
- Gender,
- Sexual orientation,
- Gender identity<sup>3</sup>

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<sup>3</sup> M.G.L. Ch 4, sec. 7 provides "Gender identity" shall mean a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.

- Current or former membership in, application to, or obligation to perform military services,
- Age (40 and above),
- Physical or mental disability,
- Genetic information (i.e., results of genetics testing)
- Maternity leave,

Discrimination based on protected classes toward or by employees occurring in the workplace or outside of the workplace when such conduct is associated with, or could reasonably be expected to impact the workplace, will not be tolerated by the Town.

This policy prohibits adverse treatment based on the protected classes and characteristics described above in all Town-sponsored practices, programs, services and activities, including, but not limited to:

- Recruitment,
- Selection,
- Compensation and benefits,
- Professional development and training,
- Reasonable accommodation for disabilities or religious practices,
- Promotion,
- Transfer,
- Discipline including termination,
- Layoff,
- Other terms and conditions of employment and provision of services, and
- Participation in a Town program, service or activity, or receipt of a Town benefit.

Prohibited Discriminatory Harassment: Hostile treatment that is based on, motivated by or expresses a negative attitude toward a person's membership in a protected class or protected characteristic and that creates an intimidating, hostile, or offensive work environment is strictly prohibited by this policy. Such prohibited hostile treatment may include, but is not limited to:

- use of epithets, slurs or nicknames that refer to a person's protected characteristic such as, but not limited to, race or sexual orientation,
- jokes that have the purpose or effect of demeaning or making fun of a person based on a protected characteristic,
- graffiti or other visual messages or displays that degrade a person based on a protected characteristic, and
- any other verbal or non-verbal conduct that has the purpose or effect of creating a hostile work environment based on a person's protected characteristic.

Non-Employees: This policy prohibits Town employees from discriminating against non-employees in connection with any of the Town's programs, services and activities. Such non-employees could include citizens or vendors of the Town. In addition, the Town will strive to protect its employees from any discrimination by non-employees.

#### IV. PROHIBITED SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or a submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, participation in a Town program, service or activity, or receipt of a Town benefit;

- (1) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or a decision regarding an individual's participation in a Town program, Service or activity or receipt of a Town benefit; **OR**
- (2) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, participation in a Town program, service or activity, or receipt of a Town benefit, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include conduct by men toward women, men toward men, women toward men, women toward women, employees toward supervisors, supervisors toward employees, employees toward citizens or vendors, and citizens or vendors toward employees.

Sexual harassment may include, but is not limited to:

- Sexual advances or propositions or requests for sexual favors;
- preferential treatment or promises of preferential treatment for submitting to sexual conduct, or less favorable treatment or threats of less favorable treatment for not submitting to sexual conduct;
- physical attacks of a sexual nature, including rape, battery, and molestation, and attempts to do so;
- other unwelcome touching of a personal nature, including but not limited to, hugging, kissing, pinching, patting, grabbing, brushing against, and poking;
- sexual or obscene gestures, noises, whistling, remarks, suggestions, innuendo or jokes;
- comments or questions enquiring about a person's body or sexual abilities, deficiencies or experience;
- staring or leering;
- displaying (including, but not limited to, on walls, lockers, and computer screens), or by the reading or viewing, of sexually-suggestive or pornographic objects, pictures or other graphic

or written material (materials being used in official police department investigations are exempt from this prohibition provided that investigating officers use reasonable care to shield the otherwise restricted material from all personnel other than those with a legitimate need to view such materials as part of the employee's job responsibilities);

- disseminating sexually-suggestive or pornographic graphic or written material by voice mail, email, or websites, or through other electronic means (with an exception for official police department investigations, as provided above);
- Preference to employees because they are involved in a consensual sexual or romantic relationship or less favorable treatment of same because they are not involved in a consensual sexual or romantic relationship; and
- any other verbal or non-verbal conduct of a sexual nature that has the purpose or effect of subjecting a person to an intimidating, hostile or offensive environment.

Sexual harassment of or by employees occurring in the workplace or outside of the workplace, when such is associated with, or could reasonably be expected to impact the workplace, will not be tolerated by the Town. Such conduct could include, but is not limited to, following a person home from the workplace without the person's consent, making repeated unwelcome sexual overtures by telephone, by email or through other electronic means, or sending unwelcome sexual materials through the mail, email or through other electronic means.

Supervisors are prohibited from engaging in a dating, romantic or sexual relationship with any employee who reports to them.

## V. PROHIBITED RETALIATION

The Town prohibits punitive action of any kind against a person for engaging in protected conduct such as complaining of, reporting, or opposing acts of discrimination, sexual harassment and/or retaliation, or for participating or serving as a witness in an internal or external investigation or proceeding concerning such conduct. Prohibited retaliation may include, but is not limited to:

- demoting a person, or taking any other adverse job action against a person based on a person's protected conduct,
- denying Town services to a person on such basis, or
- subjecting a person to shunning, hazing, or name-calling, or any other hostile verbal or non-verbal conduct on such basis.
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## VI. OTHER PROHIBITED ACTIONS

Knowingly falsely denying, falsely accusing or pressuring, goading or encouraging false denials or accusations; as well as covering up, or attempting to cover up conduct prohibited by this

Policy will also not be tolerated and will result in discipline of the offending employee up to and including termination.

## VII. REASONABLE ACCOMMODATION

The Town of Brookline is committed to providing reasonable accommodation for qualified persons with disabilities or with religious observance or practice requirements to ensure to such persons an equal opportunity in employment and to enjoy and participate in the Town's programs, services and activities. In the workplace, the Town will provide a reasonable accommodation that would enable a qualified person with a disability or with religious observance or practice requirements to compete for and perform the essential functions of a job, gain access to the workplace, and enjoy equal access to the benefits and privileges of employment, such as trainings and details.

A reasonable accommodation is one that would not pose an undue financial or administrative burden on the Town by being unduly costly, extensive, substantial or disruptive, or by fundamentally altering the nature or operation of the Town's business. Depending on the facts, examples of reasonable accommodations may include, but are not limited to, a modified work or break schedule, altering how or when job duties are performed, reasonable modifications to Town policies, supplying an auxiliary aid or service to permit effective communication, and providing assistive technology or removal of an architectural barrier.

Employees seeking reasonable accommodation should submit their request (preferably in writing to Director of Human Resources, 333 Washington Street, Room 211, Brookline, MA 02445, (617) 730-2120, TTY: **(617) 730-2327**, [hrinfo@brooklinema.gov](mailto:hrinfo@brooklinema.gov)).

Non-employees seeking reasonable accommodations may submit their request (preferably in writing) to Dr. Lloyd Gellineau, ADA Coordinator, 11 Pierce St., Brookline, MA 02445, (617) 730-2330, TTY: **(617) 730-2327**, [lgellineau@brooklinema.gov](mailto:lgellineau@brooklinema.gov)).

## VIII. REQUIREMENTS FOR SUPERVISORS

All supervisors are expected to know and understand this policy. Supervisors are expected to follow this Policy and to be alert to any possible discrimination, sexual harassment and/or retaliation that may be occurring in the workplace. As detailed below, all supervisors are required to report any such behavior in writing to the Town's Human Resources Office (in addition to making any department-specific report required by the supervisor's department) and to take appropriate steps to prevent the reoccurrence of any such behavior and cooperate with the Human Resources Office in this regard.

Supervisors are required to make a report promptly to the Human Resources Director (within 24 hours, or by the conclusion of the next weekday in the case of week-ends and holidays) in the

event that they receive a complaint or report, or observe or otherwise become aware of an alleged or perceived violation of this Policy, even if they believe the complaint or report is without merit. (They must also make any other report to other personnel as may be required by their supervisors, such as a report within a Department to the chain-of-command.)

Supervisors must maintain the confidentiality of all reports of discrimination, sexual harassment, and retaliation, except as is necessary to report such conduct to Human Resources, to respond to any legal and/or administrative proceedings or investigations arising out of the discrimination report, or as otherwise directed by Human Resources. Supervisors may not investigate claims of alleged discrimination, sexual harassment and/or retaliation unless and as directed to do so by the Human Resources Department.

Supervisors found to have tolerated, condoned or failed to promptly report discrimination, sexual harassment and/or retaliation, as defined by this Policy, will be subject to discipline up to and including termination.

No supervisors shall engage in a dating, romantic or sexual relationship with an employee who reports to the supervisor.

## IX. FILING A COMPLAINT FOR DISCRIMINATION, SEXUAL HARASSMENT OR RETALIATION

Anyone experiencing or observing discrimination, sexual harassment and/or retaliation is encouraged (supervisors are required) to report such conduct as outlined in this Policy. All reports of discrimination, sexual harassment or retaliation shall be kept in confidence, except as is necessary to investigate the complaint, take any necessary corrective action, address any appeal under this policy, and respond to or conduct any legal and/or administrative proceedings related to the alleged discrimination, sexual harassment or retaliation.

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### FILING A COMPLAINT WITHIN THE TOWN

If you believe that you have been subjected to discrimination, sexual harassment and/or retaliation, you are encouraged and have the right to file a complaint with the Town. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting:

Director, HR	Brookline Town Hall
Human Resources Office	333 Washington St., 2 <sup>nd</sup> Floor, Brookline
	tel: (617) 730-2120
	<b>TTY: (617) 730-2327</b>
	<a href="mailto:hrinfo@brooklinema.gov">hrinfo@brooklinema.gov</a>

(Listing continued)

Assistant Director, HR  
Human Resources Office  
Brookline Town Hall  
333 Washington St., 2<sup>nd</sup> Floor, Brookline  
tel: (617) 730-2120  
**TTY: (617) 730-2327**  
hrinfo@brooklinema.gov

Director, DICR  
Dr. Lloyd Gellineau  
Diversity, Inclusion  
And Comm Relations  
Stephen Glover Train Memorial Public Health Center  
11 Pierce St., Brookline  
tel: (617) 730-2330  
fax: (617) 730-2388  
**TTY: (617) 730-2327**  
lgellineau@brooklinema.gov

These individuals are also available to discuss any concerns you may have, and to provide information to you about this policy and our complaint process. In addition, employees may contact any of the Town of Brookline's supervisors regarding this policy and the complaint process.

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#### FILING A COMPLAINT WITH FEDERAL AND STATE AGENCIES

In addition to or in place of the above, if you believe you have been subjected to discrimination, sexual harassment and/or retaliation, you may file a formal complaint with either or both of the government agencies set forth below. Using the Town's internal complaint process does not prohibit you from filing a complaint with these agencies, nor must you file a complaint with the Town in order to file a complaint with these agencies. Each of the agencies below has a deadline of 300 days from the alleged discriminatory act for filing a claim.

1. The United States Equal Employment Opportunity Commission (EEOC): One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200. TTY: (800) 669-6820.
2. The Massachusetts Commission Against Discrimination (MCAD):
  - a. Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108, (617) 994-6000, TTY: (617) 994-6196.
  - b. New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740, (508) 990-2390.
  - c. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, (413) 739-2145.
  - d. Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608, (508) 799-8010.

## X. INVESTIGATIONS FOR DISCRIMINATION, SEXUAL HARASSMENT OR RETALIATION

The Town recognizes that the question of whether a particular course of conduct constitutes a violation of this Policy requires a factual determination. Therefore all complaints and reports of alleged discrimination, sexual harassment and/or retaliation will be investigated by the Town. Depending on the allegations and circumstances, the Town may need to investigate a complaint even where a complainant asks the Town not to do so.

### INVESTIGATORY PROCESS

All Investigations will be conducted by the Human Resources Office or its designee. The Human Resources Office for the Town of Brookline shall record the complaint using the policy's Complaint Intake Form, when possible, and shall promptly investigate all allegations of discrimination, sexual harassment or retaliation in a fair and thorough manner. (Attachment 1)

Each investigation shall begin with an initial, fact-finding phase and will be followed by a full and thorough investigatory phase. There shall be a presumption that each claim filed shall be investigated. In rare instance, where the fact-finding stage reveals that the complainant is not stating an actionable claim under the policy<sup>4</sup>, a complete investigation is not required, but a written report shall be made documenting the matter. Further, attempts should be made to counsel the employee and to work with their department to address their concerns that fall outside this policy.

The Town requests that the following general information be included in a complaint or report:

- the name of the alleged victim(s) and offender(s);
- a detailed description of the alleged offending conduct;
- the date(s) of the alleged offending conduct; and
- the name(s) and any known contact information of any witness(es).

The investigation will include, as appropriate, private interviews with the person filing the complaint, the person alleged to have committed the discrimination, sexual harassment and/or retaliation and relevant witnesses. The employee being interviewed may request to have an individual or representative accompany them to the interview. The individual may be present for support but shall not speak for the interviewee or otherwise participate in the interview.

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<sup>4</sup> There may be certain instances, such as pending litigation, where Town Counsel or designee determines in writing for good cause that an exception may be made to the general rule that all complaints will be internally investigated.

The Town will protect the confidentiality of allegations and of the investigation and resolution to the extent possible. Such information will only be shared with those who may reasonably be expected to need such information to investigate and respond to the complaint or report and to process any appeal, take any necessary corrective action and respond to or conduct any legal and/or administrative proceedings arising out of the discrimination, sexual harassment or retaliation report.

The investigatory process shall be completed within 30 days of the date the complaint is reported or made. If an extension is required to investigate the matter fully, e.g., a key witness is unavailable or additional facts are discovered, then the investigator shall request an extension to the Town Administrator and/or Town Counsel or designee and may be granted for good cause. New allegations of discrimination, sexual harassment or retaliation that come to light in the course of an investigation shall also be investigated consistent with this policy. If the extension is approved, the investigator shall notify the complainant and/or supervisor reporter, as appropriate, of the expanded period. A final, confidential Investigatory report shall be issued within 10 business days of the completion of the investigation.

At the conclusion of an investigation, in addition to the confidential Investigatory Report, the Human Resources Director shall write a brief summary of the investigatory findings which include a general statement of the claim, a statement whether the policy was violated, and any recommended corrective action.<sup>5</sup> The summary will not have any confidential or identifying information, and shall be provided to the Town's Diversity Officer, the complainant, the supervisor reporter and, as appropriate, the subject of the complaint of the results of the Town's investigation and of any resolution, and provide them with the opportunity to ask any questions and communicate any concerns. If it is determined that a violation of this policy has occurred, the Town will act promptly to eliminate the offending conduct and impose appropriate corrective action as set forth below.

Resolution of complaints shall be made by the Human Resources Director and the appropriate department head in coordination with Town Counsel or designee. The Board of Selectmen will be consulted, as necessary, concerning action towards citizens or vendors found to have engaged in discrimination, sexual harassment or retaliation.

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<sup>5</sup> Determinations regarding the question of the disclosure of investigatory reports or summaries shall be consistent with applicable law, including the Massachusetts Public Records Law and exemptions, after consultation with town Counsel.

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## APPEAL PROCESS

A person who is dissatisfied with a determination by the Human Resources Director may appeal the disposition to the Town of Brookline's Board of Selectmen by submitting a letter stating the reason(s) for the dissatisfaction and the desired outcome. The appeal must be filed with the Board of Selectmen's Office within 30 days of the release of the summary. An investigation or an appeal to the Board of Selectmen does not prevent a person from exercising any right to pursue a complaint with the federal and/or state agencies set forth herein.

Within 30 days of receipt of an appeal letter, the Board of Selectmen will schedule the appeal for a hearing. The hearing and the Board of Selectmen's deliberations shall be consistent with the state Open Meeting law. At the appeal hearing, the appellant shall have the right to address the Board with an informal statement. The appellant may also present up to three witnesses, each whom shall have the right to make a statement for no more than 5 minutes. By a majority vote, the Selectmen may permit additional eyewitnesses to make informal presentations or may extend the time for such presentation. The Human Resources department or designee shall also have these rights.

Following the hearing, the Board of Selectmen shall decide the appeal which shall be final within the Town of Brookline's process. In lieu of deciding the appeal, the Board may decide to refer the matter back for further investigation.

For good cause (which may include pending litigation), the Board of Selectmen may vote to decline an appeal, extend the 30-day deadline to schedule a hearing or designate a third party to hear and/or to decide the appeal.

## XI. CORRECTIVE ACTION

The Town maintains a zero tolerance policy with respect to discrimination, sexual harassment and retaliation. This includes conduct by or against any Town employee in the workplace, and outside of the workplace when such conduct is associated with or could reasonably be expected to impact the workplace. Violations of this Policy will result in significant discipline, up to and including termination.

The Town of Brookline takes allegations of discrimination, sexual harassment and retaliation very seriously and will respond promptly to those complaints. When the Town determines that this Policy has been violated, the Town will act promptly to eliminate the conduct and impose any necessary corrective action. Such corrective action may include, but is not limited to, counseling, verbal or written warning, suspension, demotion, transfer or termination. Any discipline will be taken in accordance with applicable labor contracts (including all grievance provisions) and bylaws, as applicable.

Employees found to have knowingly made false accusations of or given knowingly false statements regarding discrimination, sexual harassment and/or retaliation will be disciplined up to and including termination.

Any citizen or any vendor of the Town found to have engaged in discrimination, sexual harassment or retaliation against Town employees will be dealt with by the appropriate department head, or by the Board of Selectmen.



## Town of Brookline, Massachusetts

### HUMAN RESOURCES OFFICE

HR Use Only

Complaint Number

## POLICY AGAINST DISCRIMINATION, SEXUAL HARASSMENT AND RETALIATION COMPLAINT INTAKE FORM

### INSTRUCTIONS FOR COMPLETION OF FORM:

Please answer all questions completely – Please print all information legibly, type or in ink. If additional space is needed, use the back page and separate sheets. Use separate sheets for the statements of witnesses accompanying the complainant.

This form may be filled out by a supervisor, a complainant (employee or non-employee), by a member of the Human Resources office or by the Chief Diversity Officer.

If the individual filing the complaint is not the alleged victim, then the Human Resources Office will provide a copy of the completed complaint form to the alleged victim. Otherwise, the form is confidential and shall not be circulated or otherwise distributed except for purposes of performing the investigation.

### 1. COMPLAINANT INFORMATION: Please choose one of the following claimant categories and provide the following contact information.

Complainant, Employee:  Complainant, Non-employee:  Supervisor

Commission/Committee Member  Other  (please specify \_\_\_\_\_)

Name \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Contact Info: (address) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Direct Supervisor \_\_\_\_\_

### 2. INCIDENT INFORMATION

Day, Date & Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Name of Alleged Offender (s) \_\_\_\_\_

Relationship with alleged offender, if any, e.g., co-worker, neighbor \_\_\_\_\_

**3. WITNESS INFORMATION – Please identify all witnesses (for example, eyewitnesses) whom you believe possess information relevant to the complaint including contact information, if known.**

- **Name** \_\_\_\_\_ **Position** \_\_\_\_\_  
**Department** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

Contact Info: (address) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Description If Not Identified (Including Clothing) or other information that will assist with identifying the witness: \_\_\_\_\_

- **Name** \_\_\_\_\_ **Position** \_\_\_\_\_  
**Department** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

Contact Info: (address) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Description If Not Identified (Including Clothing) or other information that will assist with identifying the witness: \_\_\_\_\_

- **Name** \_\_\_\_\_ **Position** \_\_\_\_\_  
**Department** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

Contact Info: (address) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Description If Not Identified (Including Clothing) or other information that will assist with identifying the witness: \_\_\_\_\_

**You may include additional pages as necessary**

#### 4. CONFIDENTIALITY

Please specify any information that you wish the Department to maintain confidentially, to the extent doing so is permissible under the law.

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#### 5. INCIDENT NARRATIVE

Describe incident in detail giving specific times, dates, locations, witnesses, conversations and actions.

If you have previously provided a written narrative of the incident, (i.e. email or letter of the incident), do you wish this submission to serve as your narrative: Yes  No

If no, please provide an incident narrative

You may attach additional sheets. Please sign and date each additional sheet.

**6. RESOLUTION – What resolution are you seeking?**

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**7. SIGNATURE OF COMPLAINANT**

Willing to sign     Refused to sign     Unavailable to sign

I hereby acknowledge that I have read this completed Policy Against Discrimination, Sexual Harassment and Retaliation Complaint Intake Form and that the statements and information contained herein are true to the best of my knowledge.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

**INTAKE INFORMATION**

**How Complaint Received:** In-Person  Telephone  Mail  E-mail

Name, title of person and date received complaint: \_\_\_\_\_

Location where complaint filed: Human Resources Office  Diversity Inclusion Community Relations Office

Verbal explanation of complaint procedures provided to Complainant: Yes  No  N/A

Anti-Discrimination Policy provided to Complainant: Yes  No  In Person  US Mail  E-mail

Classification of complaint (HR Director)r):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Discrimination |  | <input type="checkbox"/> Gender Identity    |
| <input type="checkbox"/> Harassment     | <input type="checkbox"/> Race/Ethnicity  | <input type="checkbox"/> Age (40+)          |
| <input type="checkbox"/> Retaliation    | <input type="checkbox"/> National Origin | <input type="checkbox"/> Disability         |
|   | <input type="checkbox"/> Gender          | <input type="checkbox"/> Sexual Orientation |

Military

Maternity leave

Genetic Information

**You may attach additional sheets. Please sign and date each additional sheet.**

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