

Whitesville Central School

Discrimination/Harassment Complaint Form

The Board of Education is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment based on race, color, religion, national origin, sex, sexual orientation, age, disability, or other legally protected category. Such action and occurrences are prohibited regardless of whether they take place on School District premises or at school sponsored events, programs or activities held at other locations.

If you believe that you have been subjected to discrimination or harassment, you are encouraged to complete this form and submit it to the Superintendent. If the Superintendent is the subject of your complaint, you may submit the form to the building Principal or the Board of Education President. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its Non-Discrimination and Anti-Harassment in the School District Policy (3420) by investigating the claims as outlined at the end of this form.

Complainant Information

Name: _____

Work Address: _____ Work Phone (Ext): _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In Person

1. Your complaint of discrimination/harassment is made about:

Name: _____ Title: _____

Relationship to you: Supervisor Subordinate Co-worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) discrimination/harassment occurred: _____

Is the discrimination/harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint: _____

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Knowingly Making False Accusations: Any employee or student who *knowingly* makes false accusations against another individual as to allegations of discrimination or harassment will face appropriate disciplinary action.

Signature: _____ Date: _____

Instructions for Employers: *If a complaint is received about alleged discrimination/harassment, follow the Whitesville central School Non-Discrimination and Anti-Harassment in the School District Policy (3420).*

An investigation involves:

- *Speaking with the employee*
- *Speaking with the alleged harasser*
- *Interviewing witnesses*
- *Collecting and reviewing any related documents*

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.