

## A. GENERAL INFORMATION

I am an EWU:				
<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor
Complainant Name:			Today's Date:	
Phone:		Email:		Dept:
Address:		City:	State:	Zip:

## B. INCIDENT REPORT

Alleged respondent is an EWU:				
<input type="checkbox"/> Student	<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor
Alleged respondent's Name:				
This is a complaint based on (Please describe)?				
Did the alleged conduct or behavior occur in the workplace/education setting?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this a single incident?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", how many incidents have occurred?	
Where did the incident occur? (Building/Facility, etc.)			Date(s) of incident(s)	

***Please provide additional details regarding your complaint and list any witnesses***

Continued on separate page? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any attachments? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## C. EMPLOYEES

Have you notified your supervisor?  Yes  No      Name(s):

If "Yes", please describe the outcome and/or actions taken:

## D. PLEASE EXPLAIN THE RESOLUTION THAT YOU WOULD LIKE:

INFORMAL – Informal resolution may be in the form of conversation, conciliation or mediation with the alleged offender  
OR

FORMAL – Formal resolution requires an official investigation and possible action based on any findings

**I affirm all information is accurate and true to the best of my knowledge and that this complaint is made in good faith.**

SIGNATURE

DATE:

## Complaints may be filed by mail, email or fax to:

Civil Rights, Compliance and Risk Management  
Eastern Washington University  
211 Tawanka Commons  
Cheney, WA 99004

General Complaints: [cir@ewu.edu](mailto:cir@ewu.edu)  
Equal Opportunity and Affirmative Action: [eoaa@ewu.edu](mailto:eoaa@ewu.edu)  
Title IX/Sexual Misconduct: [titleix@ewu.edu](mailto:titleix@ewu.edu)  
Risk Management: [riskmanagement@ewu.edu](mailto:riskmanagement@ewu.edu)

FAX: (509) 359-2266

## FILING INSTRUCTIONS: (If you need any assistance in completing this form, please contact one of the following)

Contact	Phone	Email
Ray Rector Director of Equal Opportunity/Affirmative Action/ADA Compliance	(509) 359-6612	<a href="mailto:rrector4@ewu.edu">rrector4@ewu.edu</a>
Jeff Lamoureux Sr. Investigator / Title IX Coordinator	(509) 359-2021	<a href="mailto:jlamoureux@ewu.edu">jlamoureux@ewu.edu</a>
Annika Scharosch, J.D. Associate VP for Civil Rights	(509) 359-6724	<a href="mailto:ascharosch@ewu.edu">ascharosch@ewu.edu</a>
Trent Lutey Director of Risk Management	(509) 359-6618	<a href="mailto:tlutey@ewu.edu">tlutey@ewu.edu</a>