

A. GENERAL INFORMATION

I am an EWU: Student Employee Visitor Volunteer Contractor

Complainant Name: _____ Today's Date: _____

Phone: _____ Email: _____ Dept: _____

Address: _____ City: _____ State: _____ Zip: _____

B. INCIDENT REPORT

Alleged respondent is an EWU: Student Employee Visitor Volunteer 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? Yes No

Was this a single incident? Yes 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? Yes No

Are there any attachments? Yes No

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
 Equal Opportunity and Affirmative Action: eoaa@ewu.edu
 Title IX/Sexual Misconduct: titleix@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
Deborah Danner AVP Human Resources/Ethics Officer	(509) 359-2383	ddanner2@ewu.edu
Ray Rector Director of Equal Opportunity/Affirmative Action/ADA Compliance	(509) 359-6612	rrector4@ewu.edu
Annika Scharosch, J.D. AVP for Civil Rights /Title IX Coordinator	(509) 359-6724	ascharosch@ewu.edu