**UJA-FEDERATION DISCRIMINATION AND HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to discrimination or harassment in violation of UJA-Federation’s policies, including without limitation the Non-Discrimination and Anti-Harassment policy, you are encouraged to complete this form and submit it to the Human Resources Department. Once you submit this form, UJA-Federation will follow its Non-Discrimination and Anti-Harassment policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, UJA-Federation will still follow its Non-Discrimination and Anti-Harassment policy by investigating the claims as outlined in the policy.

**For additional resources, visit: ny.gov/combatting-sexual-harassment**

**COMPLAINANT INFORMATION**

Name:

Work Address: Work Phone:

Job Title: Email:

Select Preferred Communication Method (please select one):

🞐 Home Phone 🞐 Work Phone 🞐 Email

**SUPERVISORY INFORMATION**

Immediate Supervisor’s Name:

Title:

Work Phone: Work Address:

**COMPLAINT INFORMATION**

1. Your complaint of discrimination or harassment is made against:

Name: Title:

Work Address: Work Phone:

Relationship to you: 🞐 Supervisor 🞐 Subordinate 🞐 Co-Worker 🞐 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct constitutes discrimination or harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.
2. Date(s) discrimination and/or harassment occurred:

Is the discrimination and/or harassment continuing? 🞐 Yes 🞐 No

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

*The last question is optional, but may help facilitate the investigation*.

1. Have you previously complained or provided information (verbal or written) about discrimination and/or harassment at UJA-Federation? If yes, when and to whom did you complain or provide information?

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.*

*I request that UJA-Federation investigate this complaint of discrimination and/or harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_