

Discrimination/Harassment Formal Complaint Form

If you wish to file a formal complaint involving alleged discrimination and/or harassment please write clearly and specifically addressing alleged discrimination and/or harassment. All formalized complaints shall be signed and dated, and shall include the following information: the date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought. Complaints shall be filed within 30 days of the event unless there are extraordinary circumstances that prohibit the complainant from reporting the alleged discrimination or harassment.

Name filing the complaint:

Date filing the complaint:

Please describe the alleged incident:

Signature: _____

Date: _____

You may use the back side of this sheet if needed. Please return this form to the Vice President of Human Resources & Legal Affairs.

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu.

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