

GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DIVISION OF PERSONNEL



SEXUAL
Harassment
Policy

Table of Contents

100.1 POLICY STATEMENT.....	3
100.2 SEXUAL HARASSMENT DEFINED	3
100.3 EXAMPLES OF PROHIBITED CONDUCT	4
100.4 COMPLAINT PROCEDURE.....	5
100.4.1 Confidentiality.....	5
100.4.2 RETALIATION	6
100.4.3 INVESTIGATIVE RESPONSIBILITIES	6
100.5 INVESTIGATIVE PROCEDURES.....	7
100.5.1 SUSTAINED REPORT OR COMPLAINTS	8
100.5.2 CORRECTIVE MEASURES	8
100.5.3 UNTRUTHFUL REPORTS, COMPLAINTS OR STATEMENTS	9
100.6 LOCAL AND FEDERAL REMEDIES.....	9
100.7 EMPLOYEE EDUCATION AND TRAINING.....	10
100.8 HISTORY AND BACKGROUND.....	11
100.8.1 HARASSMENT PROVISIONS	11
100.8.2 RETALIATION PROVISIONS	11
100.9 APPENDIX A – DEPARTMENT OF LABOR FLYER.....	12
100.10 APPENDIX B – SEXUAL HARASSMENT REPORTING FORM	13
100.11 APPENDIX C – COMPLAINT FORM.....	14





Government of the United States Virgin Islands Policy and Guidance for Prevention of Sexual Harassment

Approved
Friday, April 7, 2006
Revised June 1, 2013

The Government of the Virgin Islands (GVI) believes in the dignity of the individual and recognizes the right of equal employment opportunity. It is the policy of GVI that all employees should be able to enjoy a work environment free from all forms of prohibited discrimination, including sexual harassment and retaliation. It is also the GVI's expectation that GVI employees will treat one another with respect.

The GVI desires a work environment free of sexual harassment. Sexual harassment and retaliation are specifically prohibited as unlawful and constitute a violation of GVI policy. GVI is committed to efforts for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work related sexual harassment.

A handwritten signature in blue ink, reading "Kenneth L. Hermon, Jr.", is positioned above a horizontal line.

Kenneth L. Hermon, Jr. PHR



100.1 POLICY STATEMENT

All employees and applicants of the Government of the Virgin Islands (GVI) are entitled to work in an environment free of sexually inappropriate behavior. Sexual harassment in the workplace is unlawful. The GVI shall promote a workplace free of sexual harassment and is committed to preventing and eliminating such misconduct in the workplace before it rises to the level of sexual harassment. To accomplish these goals, this GVI policy against sexual harassment and retaliation shall be clearly and regularly communicated to all governmental employees, both supervisory and non-supervisory, through periodic distribution and training. This policy shall also serve as a guideline for the investigation of any other type of discrimination prohibited by law.

Preserving a workplace free of sexual harassment is the responsibility of all employees. Maintenance of a discriminatory and or hostile work environment is prohibited. Every governmental employee has a duty to observe the law and shall be subject to appropriate disciplinary or corrective action for failing to do so. An employee who suffers sexual harassment or who witnesses sexual harassment of another employee, citizen, vendor or anyone else in the workplace, is required to report this immediately to a supervisor, agency head or the Director of the Division of Personnel (DOP). Any supervisor, agency head or director made aware of any report or complaint of sexual harassment, or of any unlawful adverse employment action relating to filing a sexual harassment complaint, must act on the complaint immediately. It is the policy of the GVI that all reports or complaints of sexual harassment or unlawful adverse employment action for such, will be acted upon promptly.

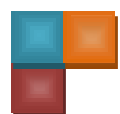
All complaints of sexual harassment or retaliation shall be promptly and thoroughly investigated. Particular care shall be taken in the course of investigations to protect the confidentiality of all involved to the extent possible. Should it be determined that a governmental employee has violated this policy, immediate and appropriate corrective and/or disciplinary action shall be taken. GVI employees who violate this policy are subject to corrective measures, up to and including termination of employment.

The Director of the DOP will be responsible for maintaining records of all reports or complaints of sexual harassment or unlawful adverse employment actions and to determine the resolution of every such report or complaint. This policy does not apply to elected officials or judges of the Territorial Judiciary.

100.2 SEXUAL HARASSMENT DEFINED

Sexual harassment means any unwelcome sexual advances, or requests for a sexual favor, or other verbal or any other verbal or physical conduct of a sexual nature when:

- (A) Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- (B) Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or



(C) The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

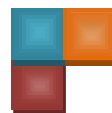
Any supervisor who threatens or suggests, either explicitly or implicitly, that an employee's refusal to submit to sexual advances or other conduct of a sexual nature will adversely affect the employee's job and/or working conditions has committed sexual harassment.

In order to rise to the level of legally actionable sexual harassment, conduct creating a hostile work environment must be severe or pervasive. However, it is the intent of the GVI to prevent conduct from escalating to the point that a hostile work environment exists. To that end, the following conduct is considered inappropriate and is prohibited in the workplace regardless of whether it rises to the level of being severe or pervasive: verbal abuse of a sexual nature; unwelcome, offensive sexual flirtation; unwelcome, graphic verbal comments about an individual's body; sexually degrading words or slurs to describe an individual; unwelcome brushing, touching, patting, or pinching an individual's body; sexually explicit gestures; the display in the workplace of sexually suggestive, sexually demeaning or pornographic objects, pictures, posters, or cartoons; unwelcome inquiry or comment about sexual conduct or sexual orientation or preferences; or verbal abuse consistently targeted at only one sex, even if the content of the abuse is not sexual. Whether the conduct is severe or pervasive shall be considered in determining the level of appropriate corrective action required.

It may be appropriate for an offended employee to tell the offender to stop the unwelcome behavior(s) before filing a complaint. However, this is not required if the employee is uncomfortable doing so.

100.3 EXAMPLES OF PROHIBITED CONDUCT

1. Displaying or telling of sexually oriented jokes, statements, photographs, drawings, computer images, videos, slides, graphics, calendars, cartoons, e-mails or other communication.
2. Unwelcome leering, whistling, brushing against the body, suggestive or insulting comments.
3. Written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess.
4. Discussion of one's sexual activities.
5. Inquiries into one's sexual experiences.
6. Making sexually explicit suggestive gestures or sounds.
7. Making actual or implied promises of an employment opportunity or benefit in



exchange for sexual favors.

8. Making actual or implied threats to impede or interfere with employment opportunities or benefits for failing to agree to or engage in sexual activity.
9. Inappropriate and unwelcomed touching of a sexual nature, including, but not limited to, patting, fondling, attempted or actual kissing.
10. Requesting or coercing sexual intercourse or sexual favors.
11. Continuing to ask someone for a date after being told "No."
12. Continuing in any of the conduct described above after being told or otherwise made aware that the conduct is unwelcomed.
13. Continuing in any of the conduct described above after being disciplined for engaging in such behavior.

100.4 COMPLAINT PROCEDURE

Complaints of sexual harassment or of retaliation for making such complaints shall be made, either in writing or verbally, to the Director of the DOP or to a supervisor or Department Head, who shall then submit the complaint to the Director of the DOP. If the employee's supervisor is involved in the alleged harassment, the employee may submit the complaint to the next supervisor in their direct chain of command, who shall be responsible for transmitting any complaint received to the Agency Head who will then submit the complaint to the Director of the DOP. If the person accused of the misconduct is not an employee of the Government, then the complaint should be submitted to the agency head where the conduct is alleged to have occurred. No employee shall be required to file a complaint with a supervisor who is hostile to that employee and/or who engages in conduct or has been alleged to have engaged in conduct which could be considered sexual harassment.

Any supervisor who has knowledge of sexual harassment, or retaliation against a person who has reported sexual harassment, shall be required to report it. Failure to report may result in appropriate corrective action, which may include discipline.

Upon receipt of the claim, the agency, in consultation with the Director of Personnel, shall promptly take such action as is reasonably calculated to prevent further harassment from occurring.

The Director of the DOP shall then assign, as appropriate, investigator(s) to investigate the complaint.

100.4.1 Confidentiality

All complaints shall be investigated with reasonable thoroughness and as expeditiously as possible by



the investigator(s). Subject to the limits or requirements of the law, investigations shall be conducted with particular care to preserve the confidentiality of all persons involved. Confidentiality of victims, offenders and witnesses will be preserved to the fullest extent possible, but cannot be guaranteed.

Only those who need to know in order to accomplish the purposes of the investigation shall be provided with the identity of the complainant and the allegations. All parties including the complainant and the alleged harasser contacted during the course of an investigation shall be advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to corrective measures. Copies of the investigators' final report shall be submitted to the Director of the DOP. The complainant and the alleged harasser shall be advised of the findings reached on the complaint. If a violation of this policy is found to have occurred, the complainant will be advised that appropriate corrective measures will be taken.

100.4.2 RETALIATION

Retaliation against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment is unlawful. Retaliation of any kind against anyone who is involved in the investigation of or in making a good faith allegation of sexual harassment or adverse employment action is prohibited and may result in disciplinary action against the retaliator, up to and including termination from employment.

The GVI will not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing a violation or a suspected violation of the GVI sexual harassment policy unless the GVI knows that that report is false. There shall be no reprisal, retaliation, or other adverse action taken against any employee for making a good faith report or complaint of sexual harassment.

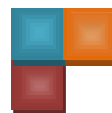
Every act of suspected reprisal, retaliation, or intimidation for making a report or complaint of sexual harassment must be reported immediately to a supervisor, department head or the Director of the DOP.

100.4.3 INVESTIGATIVE RESPONSIBILITIES

All Government employees, at every level of the organization, exempt or unionized or non-unionized, are required to cooperate with the investigation of any reported sexual harassment. All individuals are required to be truthful, forthcoming, and cooperative in connection with the complaint investigation.

Only individuals that have received specific training to conduct investigations relating to sexual harassment complaints and related matter may be named to investigate the complaint by the Director of DOP.

An employee who reports or complains of sexual harassment may, at any time, ask the appropriate



Department Head or the Director of the DOP about the status of the investigation. The employee may be appraised of the investigative progress, but only to the extent that it will not interfere with the investigation.

If during an investigation, it is determined that there is probable cause to believe the conduct complained about did, in fact, occur and that some action is required to correct a hostile working environment, such action will be taken and the investigation will continue until conclusion.

100.5 INVESTIGATIVE PROCEDURES

- a. Every supervisor contacted with a report or complaint of sexual harassment will, within twenty-four (24) hours of the initial receipt, provide the DOP's written complaint form to the Department Head where the conduct is alleged to have occurred.
- b. The complaint form will state all facts and circumstances provided by the reporting person, including the names and identities of the complainant(s), witnesses and alleged offender(s).
- c. The Department Head will forward a copy of the complaint to the Director of Division of Personnel within five (5) working days of the first report of the incident.
- d. The Director of the DOP will assign investigator(s) to investigate of the allegations within five (5) working days.
- e. The investigation is to be completed within thirty (30) working days of the first report of the incident. This time may be extended once to receive an additional thirty (30) working days by the Director of the DOP for good cause. At the end of the investigation an investigation report will be drafted by the investigator. To comply with EEO guidelines in no instance should an investigative process exceed 180 days.
- f. Within seven (7) working days of completing the investigation, a copy of the investigation report will be forwarded to the Director of the DOP along with written recommendation(s) for action to resolve the complaint and to address all relevant issues.
- g. On review of the departmental investigation and recommendation(s), the Director of the DOP may endorse the proposed recommendation(s) or may recommend other, further or different action within seven (7) days. The Director of the DOP will draft final recommendations within seven (7) days and will forward to the Department Head for ratification.
- h. The Director of the DOP and the Department Head must ratify or amend the final recommendations within seven (7) days after receipt of the proposal.



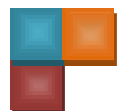
- i. In the event the Director of Division of Personnel and the Department Head are unable to agree on the appropriate action to resolve all issues within seven (7) days of receipt, the matter shall be referred to the Governor for a final decision.
- j. In the event a report or complaint is taken directly to the Director of the DOP, and the Director of the DOP elects for an investigator from the DOP to conduct the investigation, then the Director of the DOP will be the final authority in determining appropriate action to resolve all issues.
- k. In no instance should the entire process referenced above exceed the Equal Employment Opportunity investigative timeframe of 180 days,

100.5.1 SUSTAINED REPORT OR COMPLAINTS

When an investigation substantiates an allegation of sexual harassment or unlawful adverse employment action relating to the filing of a report or complaint then the final recommendations must include corrective measures.

100.5.2 CORRECTIVE MEASURES

- a. The corrective measures may include, but are not limited to one, or more of the following:
 - i. Informal counseling at departmental level;
 - ii. Informal counseling by the Division of Personnel;
 - iii. Training or re-training
 - iv. Written reprimand
 - v. Suspension without pay;
 - vi. Termination of employment
- b. Progressive discipline will be employed in the exercise of corrective measures to resolve sustained complaints or reports of sexual harassment.
- c. The Government will deal directly and firmly with aggravated or repetitious acts of harassment and may consider termination as a first response.
- d. A second sustained report or complaint of sexual harassment by the same employee or **ANY** act of retaliation, reprisal or intimidation of sexual harassment will be grounds for termination.



100.5.3 UNTRUTHFUL REPORTS, COMPLAINTS OR STATEMENTS

A report or complaint that this policy has been violated is a serious matter. Untruthful reports, complaints and statements are also a violation of this policy. Appropriate corrective measures will be taken if an investigation shows that deliberately untruthful and bad faith accusations or statements have been made.

100.6 LOCAL AND FEDERAL REMEDIES

In addition to the above complaint procedure, if you believe you may have been subject to sexual harassment, you may file a formal complaint with any government agency set forth below. Using the Government of the Virgin Island's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim.

Mr. Kenneth L. Hermon, Jr., PHR
Director
Division of Personnel
GERS Complex, 3rd Floor
3438 Kronprindsens Gade
St. Thomas, VI 00802

Bus.: 340.774.8588
Fax: 340.714.5040

Equal Employment Opportunity Commission (EEOC)
1801 L Street, NW
Washington, DC 20507

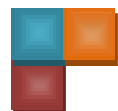
Bus.: 800.669.EEOC
TDD: 800.800.3302

Department of Labor
Division of Labor Relations
VITRACO Mall Complex
3012 Orange Grove
C'sted, St. Croix, VI 00820

Bus.: 340.692.9686
Fax: 340.713.8367

Department of Labor
Division of Labor Relations
53A & 54AB Kronprindsens Gade
St. Thomas, VI 00802

Bus.: 340.776.3700
Fax: 340.774-5908



Virgin Islands Department of Justice
Civil Rights Commission
GERS Complex, 2nd Floor
3438 Kronprindsens Gade
St. Thomas, VI 00802

Bus.: 340.774.5666
Fax: 340.776.3494

Women's Bureau
US Department of Labor
Washington, DC 20210

Bus.: 800.827.5335
TDD: 800.326.2577

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005

Bus.: 646.428.3900
Fax: 646.428.3843
TTY: 877.521.2172
Email: OCR.NewYork@ed.gov

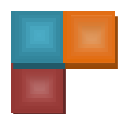
100.7 EMPLOYEE EDUCATION AND TRAINING

The GVI policy against sexual harassment shall be communicated electronically to all employees. Educational posters communicating the Territory's opposition to sexual harassment shall be conspicuously and continuously displayed in the workplace. Such notices shall advise employees of the right to initiate a sexual harassment complaint through the procedures outlined in this policy.

Each department or agency shall conduct an initial training, periodic distribution of the policy and training to inform employees of the GVI policy prohibiting sexual harassment and retaliation along with the complaint and investigation procedure set forth herein. Initial training shall include the following components:

For all employees: As part of general orientation, each recently hired employee shall be provided a copy of this policy and during their first year of employment shall attend a training session regarding identifying sexual harassment, sexual harassment prevention, the complaint process and this policy.

For all supervisory employees: All supervisory personnel shall annually participate in a training session on sexual harassment and other forms of discrimination which includes information about the types of conduct which will not be tolerated in the workplace and methods that supervisory employees should utilize to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.



100.8 HISTORY AND BACKGROUND

On April 7, 2006, the United States Virgin Islands enacted [Act No. 6829](#), which extends the scope of the territorial laws concerning sexual harassment and imposes substantial requirements on employers with respect to prohibiting sexual harassment. The Act amends Chapter 5 of the Virgin Islands Civil Rights Act and Chapter 17 of the Virgin Islands Discrimination in Employment Act.

100.8.1 HARASSMENT PROVISIONS

As a result of [Act No. 6829](#), Chapter 5 of the Virgin Islands Civil Rights Act has been amended to add a new section, 10 V.I.C. § 64a, which requires all employers in the territory to adopt and distribute to each employee a written sexual harassment policy that meets certain requirements. These requirements are more onerous than most standard anti-harassment policies. Employers are required to maintain copies of the written policy at their business premises and to make copies available to employees and any territorial or federal employment discrimination enforcement agency upon request.

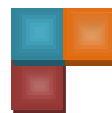
Moreover, all employers with five (5) or more employees are now required to conduct a training program with all of their employees concerning the sexual harassment policy. Additional training must be provided to supervisors and managers addressing their specific responsibilities under the policy. Smaller employers are encouraged to provide the same type of training.

This new Act also states that "any person responsible for sexual harassment in employment" "shall incur civil liability" for "double the amount of damages that the action has caused the employee or job applicant" (or not less than \$5,000 in those cases where there is no actual loss). Thus, the Act creates individual, personal liability for supervisors, managers and even co-workers who are found to be "responsible for sexual harassment." Further, the employer will be required to hire, promote or reinstate the employee and to cease the act in question.

100.8.2 RETALIATION PROVISIONS

The Act also adds a new section to Chapter 17 of the Discrimination in Employment Act, 24 V.I.C. § 451a. This section makes it unlawful to retaliate against any employee who reports or is about to report any discrimination to a "public body" (or if someone acting on behalf of the employee reports or is about to report) or is requested by a public body to participate in an investigation, hearing or inquiry held by the public body or a court.

The only exception to this provision is if the "employee knows the report is false." This section also allows the employee to file a lawsuit for injunctive relief and/or actual damages based on any alleged retaliation.



SEXUAL HARASSMENT IS AGAINST THE LAW!



What is Sexual Harassment ?

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and the VI CODE TITLE 24 CHAPTER 17. Title VII applies to employers with 15 or more employees, including state and local governments. Title 24 Chapter 17 applies to employers with 2 or more employees. It also applies to employment agencies and to labor organizations, as well as the federal government. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

Examples of Sexual Harassment

- Pressure for sexual activity or sexual favors
- Unwelcome touching of a person's body, hair or clothing
- Sexual innuendoes, jokes or comments
- Disparaging remarks to a person about his/her gender or body
- Sexual graffiti or pictures
- Asking about a person's sexual fantasies or sexual activities
- Repeatedly asking for a date after the person has expressed disinterest
- Making sexual gestures with hands or through body movements

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must STOP. The victim should use any employer complaint mechanism or grievance system available.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers should clearly communicate to employees that sexual harassment will not be tolerated, by providing sexual harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate

FOR MORE INFORMATION CONTACT:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION: WWW.EEOC.GOV

OFFICE OF CIVIL RIGHTS COMMISSION: (340) 774-5666

THE VIDOL-DIVISION OF LABOR RELATIONS: WWW.VIDOL.GOV / (340) 776-3700-STT / (340) 692-9686-STX

The Department of Labor - Division of Labor Relations



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DIVISION OF PERSONNEL**

SEXUAL HARASSMENT REPORT FORM

The Government of the Virgin Islands desires a work environment free of sexual harassment. Sexual harassment and retaliation are specifically prohibited as unlawful and constitute a violation of GVI policy. GVI is committed to efforts for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work related sexual harassment.

COMPLAINANT: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe sexually harassed you: _____

Have you addressed your concern with the person(s) who you are accusing of this harassment? Yes ☐ No ☐

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary).

This complaint is filed based on my honest belief that _____ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

RECEIVED BY:

(Name)

(Date)





Government of the United States Virgin Islands

DIVISION OF PERSONNEL

Formal Discrimination/Sexual Harassment/Retaliation
COMPLAINT FORM

Please type or clearly print all information.

DATE FILED: _____

COMPLAINANT INFORMATION

LAST NAME (include: Sr./Jr./II, etc.)		FIRST NAME		MIDDLE NAME	
HOME ADDRESS			CITY	STATE	ZIP
HOME PHONE		WORK PHONE		CELL PHONE	
JOB TITLE		AGENCY		UNIT	
WORK E-MAIL ADDRESS					

COMPLAINANT STATUS (CHECK APPLICABLE BOX)☐ EMPLOYEE☐ VOLUNTEER☐ OTHERIf you check "other" specify whether: ☐ JOB APPLICANT ☐ VENDOR ☐ OTHER (CUSTOMER)**NAME AND TITLE OF PERSON(S) YOU BELIEVE DISCRIMATED AGAINST YOU**

NAME	JOB TITLE	AGENCY/UNIT
NAME	JOB TITLE	AGENCY/UNIT
NAME	JOB TITLE	AGENCY/UNIT

BASIS OF COMPLAINT (CHECK APPLICABLE BOX OR BOXES)

<input type="checkbox"/> RACE	<input type="checkbox"/> SEXUAL HARASSMENT	<input type="checkbox"/> ANCESTRY	<input type="checkbox"/> DISABILITY/ PERCEIVED DISABILITY	<input type="checkbox"/> AFFECTIONAL OR SEXUAL ORIENTATION
<input type="checkbox"/> SEX/GENDER	<input type="checkbox"/> AGE	<input type="checkbox"/> NATIONAL ORIGIN/ NATIONALITY	<input type="checkbox"/> GENDER IDENTITY OR EXPRESSION	<input type="checkbox"/> DOMESTIC PARTNERSHIP STATUS
<input type="checkbox"/> COLOR	<input type="checkbox"/> RETALIATION	<input type="checkbox"/> RELIGION/CREED	<input type="checkbox"/> MARITAL STATUS	<input type="checkbox"/> CIVIL UNION STATUS
<input type="checkbox"/> VETERAN STATUS OR LIABILITY FOR MILITARY SERVICE		<input type="checkbox"/> A TYPICAL HEREDITY CELLUALR OR BLOOD TRAIT	<input type="checkbox"/> USE OF GENETIC INFORMATION, INCLUDING REFUSAL TO SUBIT TO OR PROVIDE RESULTS OF GENETIC TEST	

DESCRIPTION OF COMPLAINT: List each incident separately and describe in detail the incident(s) and time and place of occurrence.

DESCRIPTION OF INCIDENT	DATE OF INCIDENT
	WAS INCIDENT REPORTED TO ANYONE? IF YES, WHO?
	DATE REPORTED
DESCRIPTION OF INCIDENT	DATE OF INCIDENT



	WAS INCIDENT REPORTED TO ANYONE? IF YES, WHO?
	DATE REPORTED
DESCRIPTION OF INCIDENT	DATE OF INCIDENT
	WAS INCIDENT REPORTED TO ANYONE? IF YES, WHO?
	DATE REPORTED
DESCRIPTION OF INCIDENT	DATE OF INCIDENT
	WAS INCIDENT REPORTED TO ANYONE? IF YES, WHO?
	DATE REPORTED
DESCRIPTION OF INCIDENT	DATE OF INCIDENT
	WAS INCIDENT REPORTED TO ANYONE? IF YES, WHO?
	DATE REPORTED
REMEDY SOUGHT (EXPLANATION)	
NOTE: The Complainant has a right to use the external procedures available under state law (Division on Civil Rights) and federal law (Equal Employment Opportunity Commission). Information regarding external procedures is contained in the Policy Statement and on posters located in Division of Personnel and Human Resources Office.	
COMPLAINANT'S SIGNATURE	Date
INVESTIGATOR SIGNATURE	Date
The completed form is to be given to a supervisor or Department Head.	

