

Allegation of Discrimination or Sexual Harassment

The GFC recognizes the challenges and opportunities presented by a diverse and changing work force. We have a responsibility to foster a work environment in which employees have the opportunity to grow, contribute, and participate free from discrimination.

At a minimum, this means making all work-related decisions without discrimination on the basis of race, color, religion, sex, age, national origin, or disability. Our commitment to equal employment opportunity, and prohibition of discrimination, extends to all employment-related decision – including, but not limited to, recruitment and hiring, job benefits, promotions, compensation, training, and separations.

Harassment based on an individual's race, sex, age, religion, color, national origin, citizenship, or disability is unacceptable and a violation of GFC policy. The term harassment includes, but is not limited to, slurs; jokes; cartoons; and offensive verbal, graphic and physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. Please note that this prohibition includes actions done by e-mail, text, or web posting.

An investigation into the allegations contained in this complaint will begin within 10 business days from receipt of the complaint.

This complaint is for _____ Sexual Harassment

_____ Discrimination, please provide category(ies)

_____ race _____ color _____ religion _____ sex _____ age

_____ national origin _____ disability

Your name: _____

E-mail Address (where we can contact you): _____

Home/cell phone: _____ Work/other phone: _____

Address: _____

Who committed the alleged discrimination or harassment?

What exactly occurred or was said? Be as specific as possible.

When did it occur and is it still ongoing? Describe as many incidents as possible.

Where did it occur?

How often did it occur?

How did these actions affect you? Has your job been affected in any way?

How did you react? What response did you make at the time or afterwards?

Do you know other people who have relevant information? Was anyone present when the alleged events occurred? Did you tell anyone about it? Did anyone see you immediately after episodes of alleged discrimination or harassment?

Do you know if anyone else has had a similar experience with the alleged offender? If so, please provide their names and contact information.

Do you know of any notes or other documentation regarding the incident(s)?

How would you like to see the situation resolved?

Do you know of any other relevant information?

To the best of my knowledge, the information I have furnished is accurate and true. I agree to cooperate fully with the investigation and to answer any additional questions the investigator(s) may have. I understand that I may file a complaint with the appropriate state or federal agency at any time during this investigation.

I understand that 10 days after an investigation is closed, all information in it, including my name and contact info, becomes an Open Record.

I also understand that those who have been accused of wrong doing will have an opportunity to refute my statements and present any evidence they may have to support their case.

Complainant signature

Date