



For Official Use
Date Received: _____
Received By: _____

Harassment, Discrimination and Retaliation Complaint Form

Complainant Information

Your Name:		Pronouns (Optional):	
Your Email:		Your Phone No.:	
Today's Date			
Association to Western: <input type="checkbox"/> Administrator <input type="checkbox"/> Faculty/Instructor <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Other:			

Respondent's Information

Respondent(s) Name:		Respondent's Relationship to you: (Supervisor, Co-Worker, Other)	
Respondent(s) department, work or classroom location:		Respondent(s) position/title:	

Incident Information

What type of complaint are you filing? (Choose all that apply, please see definitions for clarification):

Discrimination Harassment Retaliation Other:

I have a concern/complaint based on (Check all that apply):

<input type="checkbox"/> Age	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Religion
<input type="checkbox"/> Color	<input type="checkbox"/> Genetic Information	<input type="checkbox"/> Sexual Harassment
<input type="checkbox"/> Disability	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Hostile Work Environment	<input type="checkbox"/> National Origin	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Gender	<input type="checkbox"/> Pregnancy	
<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Race	
<input type="checkbox"/> Other (Please specify):		



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Description of Incident:

Please describe what happened. Please include dates, times, locations and any other details you are able to provide about the event(s), incident(s), and or behavior(s).



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What remedy or resolution are you seeking:

Describe your desired outcome.



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Witnesses (Identify others who may have observed or witnessed the incident(s)).			
Name:		Email:	
Telephone:		Position/Relationship:	
Name:		Email:	
Telephone:		Position/Relationship:	
Name:		Email:	
Telephone:		Position/Relationship:	
Name:		Email:	
Telephone:		Position/Relationship:	
Name:		Email:	
Telephone:		Position/Relationship:	

*Add additional as necessary

Additional Information:
<p>Is there anything else you would like us to know?</p>



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Supporting Documents:

Submit and attach to this document any documents (including texts, emails, photos, etc.) that may be relevant to the information provided.

Signatures:

I would like this report: To be investigated To be used for information purposes only

By signing this complaint form I affirm that, to the best of my knowledge, the information contained herein is true and factual while also establishing consent and release of the above information for the purposes of an investigation.

Complainant's Signature

Date

Additional Information:

Whether or not you file a complaint with the university, you also have the right to file a complaint with an external agency. These include:

Oregon Bureau of Labor & Industries (BOLI)

800 NE Oregon St., Suite 1045
Portland, OR 97232

Website: <https://www.oregon.gov/boli/workers/pages/complaint.aspx>

Tel: 971-673-0761

Email: boli_help@boli.oregon.gov

Equal Employment Opportunity Commission (EEOC)

Website: <https://www.eeoc.gov/>

Tel: 800-669-4000 or 510-735-8909 (Deaf/hard of hearing)



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Definitions:

Academic Freedom/Freedom of Expression: This policy shall be applied in a manner that protects academic freedom and freedom of expression within the university. Nothing in this policy shall be construed to limit the expression of ideas, however controversial, that can reasonably be demonstrated to service legitimate education purposes.

Collective Bargaining Agreement (CBA): A written agreement between the University and a labor union. References to CBAs contained in this policy are applicable only to employees covered by a CBA.

Complainant: A person or persons allegedly subjected to discrimination, workplace harassment, or sexual harassment.

Campus Community Member: Employees, students, contractors, volunteers, board members, individuals visiting the campus or attending events on campus or sponsored by the campus.

Contractor: For the purpose of this policy, a contractor is an individual or business with whom the University has entered into an agreement or contract to provide goods or services. Qualified rehabilitation facilities who by contract provide temporary workers to the University are considered contractors. Contractors are not subject to ORS 240 but must comply with all federal and state laws. All contractors and contractors' employees are required to adhere to Western Oregon University's policy prohibiting discrimination and sexual harassment in their interactions with members of the campus community.

Discrimination: Discrimination, for the purposes of this policy, is defined as any act or practice, in form or operation, whether intended or unintended, that illegally differentiates among persons on the basis of characteristics within a protected class such as race, color, religion, national origin, age, sex, gender, marital status, sexual orientation, veteran status or disability or any other status protected under law. In employment, making decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment, based on or because of an employee's protected class status.

Employee: Any person employed by the University in any capacity, such as faculty, unclassified, classified, temporary, students and volunteers.

Higher Standard: Applies to managers and supervisors. Proactively taking an affirmative posture to create and maintain a discrimination and harassment free workplace.

Manger/supervisor: Those who supervise or have authority or influence to effect employment decisions.

Protected Classes Under Federal Law: Race; color; national origin; sex (includes gender, pregnancy, and sexual harassment); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person



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who opposes unlawful employment practices; files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected classes Under Oregon State Law: All Federally protected classes, additionally; age (18 and older); physical and mental disability; injured worker; a person who uses leave covered by the Oregon family Leave Act; marital status; family relationship; sexual orientation; whistleblower, expunged juvenile record; and any other protected class as defined by state law.

Sexual Harassment: Sexual harassment is a form of discriminatory harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual nature when directed toward an individual because of that individual's sex when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, grade, or used as the basis for any employment or academic decision; or
- b) Such conduct is unwelcome, unwanted or offensive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

Examples of Prohibited Conduct - Sexual Harassment, includes but are not limited to:

- a) Unwelcome, unwanted or offensive touching or physical contact of a sexual nature, such as closeness, leaning over, cornering, impeding or blocking movement, assaulting or pinching.
- b) Sexual gestures, innuendos, teasing and other sexual talk such as jokes, intimate inquiries, persistent and unwanted courting, and sexist put-downs or insults; epithets; slurs; or derogatory comments.

Sexual Orientation under Oregon State Law: An individual/s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Workplace Harassment: Unwelcome, unwanted or offensive conduct based on or because of a campus community member's protected status that creates an intimidating, hostile, or degrading environment that would interfere with the work or academic performance of a reasonable person.

Harassment may occur between a manager/supervisor and a subordinate, between employees, between faculty and student, and among non-employees who have business contact with employees. A complainant does not have to be the person harassed, but could be a person affected by the offensive conduct.

Examples of harassing behavior include, but are not limited to, derogatory remarks, slurs or jokes about an individual's protected class status as listed above for protected classes under Federal and State laws.