



Discrimination & Harassment Complaint Form

The University of Tennessee, Knoxville, welcomes and honors people of all races, creeds, cultures, and sexual orientations. The University values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. In keeping with those values, the policies of UT Knoxville and Knoxville Area Units expressly prohibit the following:

* discrimination against employees, students, or applicants for employment or admission, on the basis of race, color, religion, sex (including sexual harassment, sexual orientation, gender identity, marital status), national origin, age, disability, or protected veteran status;

* discrimination against other participants in educational programs and activities (which includes certain individuals who are not employees, students, or applicants for employment or admission) on the basis of race, color, national origin, sex, or disability; and

* retaliation against any person who in good faith reports a practice that he/she believes violates non-discrimination policies.

If you are an employee, student, applicant for employment, applicant for admission, or are otherwise a participant in a UT Knoxville program or activity, and you believe you have been discriminated against in violation of the policies outlined above, the process below is designed to help you resolve your complaint. **This form may be used to file a complaint of discrimination with the UT Knoxville Office of Equity and Diversity, but it is not required to file a complaint.** Complaints must be in writing and filed within 300 days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside that time limit, or not submitted in writing, may be investigated. You may print this form and submit it directly to OED, fax to 865-974-0943, or mail to Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996. For the complete process, visit <http://oed.utk.edu/complaints/>.

Date

How did you hear about us?

I. Personal Information

Name Check your preferred contact method below:

Address E-Mail

City State Zip Code Work Phone: _____

Country Home Phone: _____

Other (Cell): _____

II. Affiliation

Employee: Department

Position Title

Supervisor

Student: Undergraduate Graduate

Other: _____

III. Respondent(s) - person(s) and/or department against whom the complaint is being filed

Name

Department

Title

IV. Basis of Your Complaint - check all that apply

Race Religion Sexual Harassment Marital Status Age

Color Gender Sexual Orientation Veteran Status Disability

National Origin Pregnancy Gender Identity

V. Using the space below, describe the specific act(s) alleged with dates, time(s), locations(s), and the names of any witnesses who may have observed the incident and/or experienced similar treatment. Your complaint is not limited to the space provided. You may attach any additional materials, which may assist in the investigation.

VI. How would you like to see the situation resolved and/or what remedy are you seeking?

VII. Acknowledgement

I certify that to the best of my knowledge the information that I provided is accurate and the events and circumstances are as I have described them. I understand and acknowledge that a copy of this complaint will be provided to the alleged offender (respondent). I am willing to cooperate fully in the investigation and provide whatever evidence the University deems relevant.

While complete confidentiality cannot be guaranteed, I understand that all complaints will be handled in such a way that confidentiality will be protected to the extent possible. Information about the complaint will be shared on a limited basis only with those who need to know. I further understand that filing a complaint with the Office of Equity and Diversity does not preclude me from filing an allegation with an external agency nor does it extend time limits for such a complaint.

UTK does not tolerate adverse treatment of its employees or students because of the filing a complaint of or providing information related to a complaint. Any actions that may constitute retaliation should be reported to OED immediately. If you believe that you have been retaliated against please check here.

Signature

Date