

# Complaint Preparation Guidelines:

This document is intended to provide the reader with an idea of the type of content that would be useful in the preparation of an official complaint or simply to document your account of what occurred. Generally speaking, when preparing your written complaint, you may include any information you feel would be appropriate to filing the complaint. Please provide an account of the incident(s) that you feel demonstrates discrimination and/or harassment. On the following pages, you should find general starter questions and tips to help you begin documenting your account.

# Complaint Preparation Guidelines

1. Prepare your account/documentation which will answer the following questions:
  - A. What occurred and what was done specifically that leads you to believe you have been harassed/discriminated ?
  - B. When and where did the incident occur?
  - C. Who were the individuals involved?
  - D. Who witnessed the incident?
  - E. Has it occurred more than once? If yes, when, where and how long?
  - F. Identify any evidence that this incident was motivated by the complainant's/victim's (Race, gender, religion, color, national origin, age, gender, sexual orientation, veteran status, or disability).

## Complaint Preparation Guidelines (cont'd):

- G. Have you shown or told the person that the behavior is unwelcome?
- H. Relief Demanded: What would you like to see happen (what action are you seeking to resolve the matter)?
- I. Whom have you spoken to regarding this matter? When?
- J. What is the role of the accused individual on campus: faculty? staff? student? visitor? vendor?
- K. What is the name the accused individual(s) on campus?
- L. Please provide today's date, your printed name and a signature. (You will sign at the end of your document)

## Complaint Preparation Guidelines (cont'd):

- M.** Additional notes: You know your complaint better than anyone else. Give the IDEA all of the details and answer all questions as fully as you can. Names, dates, places, and details of what happened should be as accurate as possible. Supporting documents, such as email messages, payroll slips or performance documentation, etc. can help to support allegations. If witnesses were present, it's important to give full names, what they will know and how the IDEA can contact them.

## Complaint Preparation Guidelines (cont'd):

2. Additionally, you will want to:
  - A. Check your document for grammatical or spelling errors to promote readability.
  - B. Keep the document in a safe location; not lying around
  - C. Make a list of whom you spoke with about the incident(s)
  - D. Avoid talking to others about the incident(s)
  - E. Avoid attempts to investigate
  - F. Call the Office of Institutional Diversity, Equity and Access (IDEA) at x3155 to schedule an appointment to discuss the next steps in the process.
3. Contact information:
  - A. Identify who the complaint against (Name of the individual(s)).
  - B. Identify your name and contact information (address, phone number, and email address)



**Office of Institutional Diversity, Equity and Access  
(IDEA)**

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