



DISCRIMINATION AND HARASSMENT COMPLAINT FORM

Authority: 29 CFR 1604; Section 703 of Title VII of the Civil Rights Act of 1964, as amended; and the Arkansas Civil Rights Act at Ark. Code Ann. § 16-123-101 et seq.

E&E strives to create and maintain a work environment in which people are treated with respect. E&E will not tolerate unlawful discrimination or harassment of any kind. E&E will seek to prevent, correct, and discipline behavior that violates E&E's Equal Employment Opportunity Policy, Non-Discrimination Policy, or the Uniform Conduct Standards and Disciplinary Policy.

All employees, regardless of their positions, are covered by and are expected to comply with E&E's Equal Employment Opportunity, Non-Discrimination Policy, and Uniform Conduct Standards and Disciplinary Policy. Failure to comply with E&E's Equal Employment Opportunity, Non-Discrimination Policy, or Uniform Conduct Standards and Disciplinary Policy will result in disciplinary action up to and including dismissal.

Employees should use the form below to submit complaints of unlawful discrimination or harassment to the Director of Personnel. The Director of Personnel; an attorney; a Director, Associate Director, Deputy Associate Director, Chief, or any combination of the aforementioned will investigate all complaints.

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. All information pertaining to a complaint or investigation pursuant to E&E's Equal Employment Opportunity, Non-Discrimination Policy, Uniform Conduct Standards and Disciplinary Policy will be maintained in secure files within Human Resources.

Name of Complainant: _____

Phone Number: _____

Email: _____

Complainant's Supervisor: _____

Name of the Alleged Harasser: _____

Relationship of Alleged Harasser to the Complainant (supervisor, coworker, etc.): _____

Phone Number: _____

Email:

Date of Incident: (If more than one event, please report each event on a separate form.)

1. Where did the specific event occur?
2. Please explain the events that occurred including your reaction to the unwelcome conduct.
3. Describe the harm you have suffered as a result of the event.
4. Were there any witnesses to this specific event? If yes, please provide their names.
5. Is there any evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

6. What effect has the incident(s) had on your ability to perform your job, or on other terms or conditions of your employment?
7. Alternatively, please describe how the unwelcome conduct unreasonably interferes with your work performance or creates an intimidating, discriminatory, hostile, or abusive work environment.
8. Please provide the names of other individuals who might have been subject to the same or similar harassment or discrimination.
9. What steps have you taken to try to stop the discrimination and/or harassment?
10. Please provide any other information that you believe is relevant to the discrimination/harassment complaint. Please use additional paper if needed.

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Department deems relevant.

Signature: _____ **Date:** _____

Please return this completed form to the Director of Personnel at the E&E headquarters.

COMPLAINT PROCEDURE

E&E has established the following procedure for the investigation of a complaint of harassment, discrimination, or retaliation.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of E&E's Equal Employment Opportunity Policy, Non-Discrimination Policy, or the Uniform Conduct Standards and Disciplinary Policy may be occurring, the Director of Personnel will notify the Chief of Staff or designee and review the complaint with legal counsel.
3. The Director of Personnel will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of E&E's Equal Employment Opportunity Policy, Non-Discrimination Policy, or Uniform Conduct Standards and Disciplinary Policy occurred.
4. If necessary, the complainant and the alleged harasser will be separated during the course of the investigation.
5. During the investigation, the Director of Personnel, together with legal counsel or management employees, will interview the complainant, the alleged harasser, and any witnesses to determine whether the alleged conduct occurred.
6. At the conclusion of the investigation, the Director of Personnel or other person conducting the investigation will prepare a written report of the investigation findings. If it is determined that a violation has occurred, the Director of Personnel will recommend appropriate disciplinary action. The following factors will be considered in determining the appropriate disciplinary action:
 - a. the severity, frequency, and pervasiveness of the conduct;
 - b. prior complaints made by the complainant;
 - c. prior complaints made against the alleged harasser; and
 - d. the quality of the evidence.
7. Disciplinary action, if warranted, will be administered by the Director of Personnel, legal counsel, and the appropriate Director, Associate Director, Deputy Associate Director, or Chief.