



Altamont Free Library

**Discrimination / Harassment
COMPLAINT FORM**

If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to the Library Director or any member of the Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, you may report orally to one of the persons listed above, who will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination/Anti-Harassment Policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone in Person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Discrimination and/or Harassment is made about:

Name: Title:

Work Address: Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) discrimination or harassment occurred:

Is the discrimination or harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint.

The last question is optional but may help the investigation

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that the Library investigate this complaint of discrimination and/or harassment in a timely and confidential matter as outlined below and advise me of the results of the investigation.

Signature:_____

Date:_____