



## BALTIMORE COUNTY PUBLIC SCHOOLS

### EMPLOYEE DISCRIMINATION /HARASSMENT COMPLAINT FORM

Under Title VII of the Civil Rights Act, the American with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA), it is illegal to discriminate in any aspect of employment including hiring, firing, compensation, assignment, classification, transfer, promotion, layoff, recall, job advertisements, recruitment, testing, use of company facilities, training, fringe benefits, pay, retirement plans, disability leave or other terms and conditions of employment.

Harassment is a form of employment discrimination and is unwelcome conduct that is based on race, color, sex, religion, national origin, disability and/or age.

The Baltimore County Public Schools EEO Office investigates complaints of discrimination and harassment based on race, color, religion, age, sex, national origin, sexual orientation, disability or status as a disabled veteran or veteran of the Vietnam era.

#### Complaints of Discrimination and Harassment

**INSTRUCTIONS:** Please provide all the information requested. Be as specific as possible when discussing incidents of sexual harassment / discrimination. Include the date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident. Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process.

#### BACKGROUND INFORMATION

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_



**Summary (cont)**

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**E. Additional Relevant Information:**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please be aware that the information you provide is considered confidential and will be shared only with those persons who are considered essential to the investigation and disposition of this complaint. It is the expectation of the Board that those who file a complaint will cooperate in the investigation process. Title VII of the Civil Rights Act prohibits retaliation against an individual for filing a charge of discrimination, participating in an investigation or opposing discriminatory practices.

*Return completed form to EEO Office, Department of Human Resources, Timonium Office by Fax: (410-252-6404) or interoffice mail (marked confidential) or U.S. mail: 1946 Greenspring Drive Suite N Timonium, MD 21093 PH: 410-887-8937.*