

Discrimination Complaint Form



Department of
Human Resources

NOTE: Do not use this form to report events presenting an immediate threat to life or property. If this is an urgent situation, please call the Human Resources Department at 334-670-3710. If you require emergency assistance, please contact University or local police departments.

Complainant Information

Relationship to University: Employee Applicant Former Employee Student Campus Visitor

Last name: _____ First Name: _____ Employee/Student ID: _____

Home address: _____ Contact Number: _____

Email address: _____

Position title (for employees): _____ Department: _____

Please indicate the type of complaint being filed: Discrimination Harassment Retaliation

Type of alleged discrimination:

- Age
- Color
- Disability
- Gender (including pregnancy)
- Gender Identity
- Genetic Information
- Veteran or military status
- National Origin
- Race
- Religion
- Sexual Orientation
- Other: _____

What was the result of the discrimination?

- Compensation
- Demotion
- Discharge/Termination
- Disciplinary Action
- Failure to accommodate
- Failure to hire/non-selection
- Hostile work environment
- Non-promotion
- Performance Evaluation
- Sexual Harassment
- Position Transfer

If you are a student:

- Academics
- Housing
- Student Finances
- Student Services
- Other: _____

Please provide a summary of your complaint including how the behavior is related to your protected class:

Names and contact information for other employees involved:

Please indicate others that have been notified:

- Supervisor
- Senior Department Leader
- Senior Vice Chancellor
- College Dean
- Colleague(s)
- University Counselor
- Faculty/Staff Member
- Police Department
- Legal Counsel

If you are filing a retaliation complaint, indicate the activity you engaged in that was the basis for the alleged retaliation:

Do you have any documents related to this complaint? Please list and supply a copy.

Complainant Signature: _____ **Date:** _____

Please return completed form to Kara Hall in the Human Resources Department
107 Wright Hall, Troy, AL 36082
(334) 808-6304
khal112453@troy.edu

HR USE ONLY

Case Number: _____

Date Opened: _____

Date Closed: _____