



## Appendix A

### EQUAL OPPORTUNITY COMPLAINT FORM

Please complete the following form. If you have supporting evidence, you may include it with this Complaint. You will have additional opportunities to provide evidence should an investigation move forward.

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

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you wish to be contacted via email or telephone or some other method?

\_\_\_\_\_

#### I am filing this report (check all applicable boxes):

- On my own behalf  On someone else's behalf

#### I am reporting (check all applicable boxes):

- |  |   |
|--|---|
| <input type="checkbox"/> Race                              | <input type="checkbox"/> Sexual Orientation             |
| <input type="checkbox"/> Color                             | <input type="checkbox"/> Gender Identity/Expression     |
| <input type="checkbox"/> National Origin                   | <input type="checkbox"/> Marital Status                 |
| <input type="checkbox"/> Religion                          | <input type="checkbox"/> Veterans' Status               |
| <input type="checkbox"/> Ancestry                          | <input type="checkbox"/> Unfavorable Military Discharge |
| <input type="checkbox"/> Age                               | <input type="checkbox"/> Order of Protection            |
| <input type="checkbox"/> Disability                        | <input type="checkbox"/> Genetic Information            |
| <input type="checkbox"/> Work Authorization Status         | <input type="checkbox"/> Transgender Status             |
| <input type="checkbox"/> Political Affiliation Status      | <input type="checkbox"/> Retaliation*                   |
| <input type="checkbox"/> Sex (including Sexual Harassment) |   |

\* For the purposes of this process, retaliation is defined as retaliatory conduct against an individual who has opposed that which the individual believes to be unlawful discrimination, harassment in employment/education, or because the individual has filed a complaint, assisted or participated in and investigation, proceeding, or hearing concerning an unlawful practice.

Date of event(s): \_\_\_\_\_

Location of event(s): \_\_\_\_\_



**Complainant (*person who experienced discrimination*) is a (check all applicable boxes):**

- Student                       Admin. Staff                       Faculty
- Other (please describe): \_\_\_\_\_

**Respondent (*person who committed discrimination*) is a (check all applicable boxes):**

- Student                       Admin. Staff                       Faculty
- Other (please describe): \_\_\_\_\_

**Describe in as much detail as possible the event(s) that occurred. Please include the name(s) of all parties involved and the name(s) of any witnesses or individuals who may have knowledge of the event(s). Add additional sheets as needed. Be sure to review the next page and submit it with your signature and date.**



*I, the undersigned, do hereby authorize the Director of Equal Opportunity, Title IX, and Ethics or other designated Northeastern Illinois University official to conduct inquiries or investigation procedures with respect to the investigation/resolution of this Complaint. I understand that information regarding my Complaint may be shared with applicable University officials in order to acquire sufficient information with respect to the investigation, as well as, any follow-up that may be required in relation to the University's response to my Complaint.*

*I also authorize the University to use whatever information may be obtained with respect to this Complaint in any legal or formal grievance proceedings that may involve the issues contained herein, with one key exception. **The University may not use records made or maintained by medical or mental health professionals without my voluntary, written consent.***

*I affirm that this Complaint is true to the best of my knowledge, information, and belief.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the original, signed Complaint to Northeastern Illinois University, Office of Equal Opportunity and Ethics (Title IX Office), 5500 N. St. Louis Ave., Office C216, Chicago, IL 60625-4699 or via email at [eeo@neiu.edu](mailto:eeo@neiu.edu).