

SECTION 1: INSTRUCTIONS

Submit this form to the Office of Human Resources Organization and Human Resources Consulting (OHRC) in person at: 1590 N. High St., Suite 300, Columbus, OH 43201-2190; via fax to **614-292-9223**; or via email to sexualharassment@osu.edu.
 A form can be requested by calling **614-292-2800** or on the Office of Human Resources website at hr.osu.edu/forms.
 If a faculty or staff member is notified of an allegation, he/she must refer the allegor or notify OHRC as soon as possible and no later than five days after becoming aware of the allegation.
 Filing an allegation of discrimination or harassment with the university does not preclude an allegor from filing an allegation with an external agency nor does it extend time limits for such complaints.

SECTION 2: PERSON ALLEGING DISCRIMINATION/HARASSMENT

Employee's Full Name: First	M.I.	Last
Department	Title	
Campus Mail Address		
Campus Phone	Email Address	

SECTION 3: PERSON AGAINST WHOM ALLEGATION OF DISCRIMINATION/HARASSMENT IS BEING MADE

Employee's Full Name: First	M.I.	Last
Department	Title	
Campus Mail Address		
Campus Phone	Email Address	

SECTION 4: PERSON REFERRING THE COMPLAINT (if different from person alleging discrimination/harassment)

Employee's Full Name: First	M.I.	Last
Department	Title	
Campus Mail Address		
Campus Phone	Email Address	

Using the space below and/or additional attachments, describe the events and/or behaviors that are the subject of the complaint. Include any offices or individuals you've talked with on campus, the names of witnesses, as well as dates, times and locations.