

3. Who is involved? (Name, Title, Department)

4. When did the incident(s) take place, and is it still ongoing? (Please give date(s) and time(s).)

5. Where did the incident(s) take place? (Please give location)

6. How often does this situation occur? (Once, Daily, Weekly, etc.)

12. Is there any written documentation to support your allegations? If, yes, please list.

13. How would you like to see this matter resolved?

14. Has there been any offer made to you to informally resolve your issue? (If yes, what was the offer and what were the results?)

(Please attach additional pages as necessary to respond to the above questions. Also attach copies of any document(s) related to you situation.)

Signature: _____

Date: _____