Complaint Preparation Guidelines

1. Prepare your account/documentation which will answer the following questions:
   • What occurred and what was done specifically that leads you to believe you have been harassed/discriminated?
   • Identify the type of alleged discrimination/civil right violation:
     1. Sex/Gender
     2. Race/Color/Creed
     3. Religion
     4. Age
     5. Disability
     6. National Origin
   • When and where did the incident occur?
   • Who were the individuals involved?
   • Who witnessed the incident?
   • Has it occurred more than once? If yes, when, where and how long?
   • Have you shown or told the person that the behavior is unwelcome?

Additionally, you will want to:
2. Keep the document in a safe location; not lying around
3. Make a list of whom you spoke with about the incident(s)
4. Make a note of what you would like to see happen (What action are you seeking to resolve the matter?)
5. Avoid talking to others about the incident(s)
6. Avoid attempts to investigate
7. Call the Office of Equal Opportunity at (270) 809-3155.