



COMPLAINT OF DISCRIMINATION

Tamara D. Grigsby - Dane County Civil Rights Department (DCCRD)
210 Martin Luther King Jr. Blvd. Room 356, Madison, Wisconsin 53703
(608)283-1391

NAME	JOB TITLE	EMPLOYING ORGANIZATION and/or DEPARTMENT/DIVISION
BUSINESS ADDRESS (STREET NUMBER)	CITY, STATE, ZIP	BUSINESS PHONE
HOME ADDRESS (STREET NUMBER)	CITY, STATE, ZIP	HOME PHONE and E-MAIL

TYPES (Check appropriate box(es))

☐ Race ☐ Color ☐ Sex ☐ Age ☐ Religion ☐ National Origin ☐ Disability (Access & Employment) ☐ Marital Status ☐ Physical Appearance ☐ Sexual Orientation ☐ Sexual Harassment ☐ Arrest/Conviction

ISSUES INVOLVED (Check appropriate box(es))

- ☐ Advertising ☐ Wages ☐ Qualification/Testing ☐ Training/Apprenticeship ☐ Hiring ☐ Discharge ☐ Benefits ☐ Demotion
- ☐ Recall ☐ Terms & Conditions ☐ Promotion/Transfer ☐ Intimidation/Reprisal ☐ Exclusion ☐ Seniority ☐ Layoff ☐ Referral
- ☐ Job Classification ☐ Segregated Facilities ☐ Segregated Locals ☐ Employee Group Representation
- ☐ OTHER _____

RESPONSIBLE PARTIES (Name all relevant persons, agencies, departments, etc.)

Please use the space below to respond to questions 1 through 3. Attach additional information if necessary.

1. What happened? (Include all important times, dates, witnesses and events.)
2. What action have you taken up to now?
3. What action do you wish DCCRD take to help resolve your complaint?

Signature of Complainant	Date
Signature & Title of Dane County Representative	Date

If you are making the complaint:

1. If you are comfortable in doing this - try to inform the harassing person that the behavior is unwelcome.
2. Try to find someone to witness the harassing person's behavior.
3. Act to prove allegations, but not to destroy the person who is accused of doing the harassing.
4. If the behavior does not stop: advise your leadership - supervisor/management, Employee Relations or DCCRD. Please **DOCUMENT: where, when, who, what!**
5. Employees are encouraged to use the complaint procedure. If you feel you cannot talk to your supervisor, need to know your rights, need to know more about the complaint procedure, please contact:
 - The Dane County Civil Rights Department (DCCRD) located - City County Building, 210 Martin Luther King Jr. Blvd, Room 356, Madison, WI. 53703 or
 - Employee Relations (ERD) located - City County Building, 210 Martin Luther King Jr. Blvd, Room 418, Madison, WI. 53703
6. Clearly identify the behaviors surrounding the complaint.
7. Keep concise dates about incidences and identify witnesses.

If the complaint is made against you:

1. Clearly identify the behaviors surrounding the complaint.
2. You can seek assistance by contacting:
 - The Dane County Civil Rights Department (DCCRD) located - City County Building, 210 Martin Luther King Jr. Blvd, Room 356, Madison, WI. 53703 or
 - Employee Relations (ERD) located - City County Building, 210 Martin Luther King Jr. Blvd, Room 418, Madison, WI. 53703
3. If you are not in management and belong to the Employee Group, you can seek its assistance.
4. Gather supporting data and witnesses. Do **DOCUMENT!**
5. Be cooperative with the investigator. Tell all facts relevant to the complaint.
6. Do not treat the complainant different from other employees.
7. Be sure to know your rights during each phase of informal/formal investigation procedures.
8. Work with the investigator to reach a resolution.

*You may seek the advice of the **Wisconsin Department of Workforce Development (DWD) - 608-3131, <https://dwd.wisconsin.gov/>** or your own legal counsel at any time during the complaint process.