PARTICIPANT ANTI-HARASSMENT & DISCRIMINATION FORM

The Harassment and Discrimination Policy encourages all participants to promptly report any harassment, discrimination or retaliation that they either experience or witness.

Prompt reporting is necessary to prevent or minimize discrimination and harassment within CAI. Individuals who believe they have been discriminated against or harassed have the primary obligation of informing Community Actions Equal Opportunity Officer/Deputy Director. This communication should detail specific actions or occurrences whenever possible. This form is provided for your convenience, but you may also report discrimination or harassment verbally, in person, by e-mail or by phone as outlined in the Participant Harassment and Discrimination policy.

Participant Name: ___________________________ Home Phone: __________

Home Address: ___________________________ Work Phone: __________

Program involved in dispute: ___________________________

Individual(s) the dispute is against: ___________________________

ALLEGED INCIDENT(S)
Which of the following, if any, formed the basis of the perceived discrimination/harassment conduct?

☐ Color ☐ Retaliation
☐ Disability ☐ Age
☐ Gender ☐ National Origin or Limited English Proficiency
☐ Race/ Ethnicity ☐ Other (please specify):
☐ Religion ☐ Political Affiliation

Discrimination Statement:
Use additional pages, as necessary, to fully complete this section:
1. Describe the action or occurrence giving rise to the dispute.
2. Give the date each action occurred and name of the person who took action.
3. Explain how each action was related to the box(es) checked above.

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Solution participant is looking for:

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By my signature below, I declare this complaint is true and correct to the best of my knowledge and belief.

Participant Signature: __________________________ Date: ________________

Mail to:
Community Action, Inc
Attn: Equal Opportunity Officer
20 Eclipse Center
Beloit, WI 53511

Other contact information:
Phone: 608-313-1300
E-mail ljones@community-action.org