

**Equal Employment Opportunity – Center of Excellence
INTAKE COMPLAINT FORM**

Name of Complainant: _____ Date: _____

Job Title:

Unit/Depart. Name: _____ Worksite/Depart. Address: _____

Name of Immediate Supervisor: _____

Nature of Complaint: Discrimination Harassment Retaliation, or Other:

Protected Class or Activity:

Name of Alleged Wrongdoer(s):

Relationship of Wrongdoer(s) to Complainant, if any:

Date of Incident(s):

DESCRIPTION OF COMPLAINT (*Please feel free to attach additional documentation pages if needed to ensure all necessary information is included*):

SPECIFIC REMEDY REQUESTER:

Was this complaint filed with any other enforcement agency (i.e., CHRO, EEOC, Union, Other)
Yes No If yes, with whom and Date Filed: /

I hereby declare that all statements made herein are true and accurate to the best of my knowledge. Furthermore, I realize that an inquiry will be initiated once the complaint has been filed and submitted via the agency EEO Officer.

Signature of Complainant

/ Date

I have received a copy of the agency's Discrimination Complaint Procedure, which outlines the process and timeframes for filing a complaint of alleged discrimination or harassment, and also provides me with information about alternative legal remedies, such as filing with the Connecticut Commission on Human Rights & Opportunities (CHRO) and the federal Equal Employment Opportunities Commission (EEOC).

Signature of Complainant

/ Date

280 Trumbull Street, 16th Floor
Hartford, CT 06103
Phone: 860-240-8299

An Affirmative Action/Equal Opportunity Employer