



# Employee Harassment/Discrimination Intake

## Human Resources

Please complete this form in its entirety and submit it to Human Resources: P.O. Box 618, 61 South Main Street, Room 305, Farmington, Utah 84025. Additionally, you may email the completed form to: Jill Tew [jtew@co.davis.ut.us](mailto:jtew@co.davis.ut.us) If you need assistance completing this form please contact Human Resources at 801 451-3127.

<b>Name</b>	<b>Employee ID</b>
<b>Department</b>	<b>Job Title</b>
<b>Preferred Email</b>	<b>Preferred Phone</b>

Prohibited discrimination and/or harassment is tied to a protected class/characteristic. Please check all the applicable class/characteristics that apply to your complaint:

Race	Color	National Origin
Sex (including pregnancy)	Disability	Religion
Age	Veteran Status	Genetic Information
Sexual Orientation	Gender Identity	Retaliation
Other:		

Please describe the events or incidents that led to this complaint. Include dates, time, details, and the impact to the employment experience (attach additional documentation as necessary).

Name and contact information of complainant (complete if you are submitting this complaint on someone else's behalf)

Respondent Name/Title (person(s) you are making the complaint against)

Name and contact information of witness(s): Please include anyone who was present during the incident or who may have relevant information.

If you have reported this incident to anyone at the County, please provide name(s), department(s), date(s) and outcomes if applicable.

Please indicate your preference for resolution:

Informal Resolution (example: mediation, HR review, or administrative intervention)

Investigation

Other

*Resolution preference will be considered; the Human Resources department will determine final steps for resolution in accordance with Preventing Discrimination and Harassment #300 policy.*

### **Acknowledgment**

I have read and understand the following:

1. I affirm I have given the above information in good faith and it is true to the best of my knowledge.
2. I understand at any time I have the right to file a complaint with an outside state/federal agency, Equal Employment Opportunity Commission, Utah Anti-Discrimination and Labor Division, or pursue a remedy in a Court of Law.
3. I understand the Human Resources department may dismiss my complaint for failure to meet timeliness or applicability requirements of the [Preventing Discrimination and Harassment #300](#) policy and procedure.
4. The privacy of all parties involved in a complaint process shall be respected insofar as it does not interfere with Davis County's legal obligation to investigate allegations of misconduct, to take appropriate disciplinary action, to participate effectively in a potential appeal or as otherwise provided by law.
5. Employees may bring good faith complaints of violations of policy #300 without fear of retaliation. Davis County strictly prohibits retaliation against individuals for engaging in protected activities, such as filing a discrimination complaint or a harassment complaint or participating in an investigation. Retaliatory conduct includes confronting an individual who has participated in the complaint or investigation process.

Signature \_\_\_\_\_ Date \_\_\_\_\_