



Harassment Complaint Form

It is the policy of HeartLand Child & Family Services to investigate all harassment complaints fairly, timely, and thoroughly, and to take appropriate action. If you wish, use this form to document your complaint, and submit it to: Leslie King, Associate Director of Team Support.

Your Name:

Date:

The persons involved in the complaint are:

The events involved in the complaint include (please include all relevant dates; attach additional sheets if necessary):

It may become necessary to disclose your identity and/or the details of your complaint, as well as to conduct a formal investigation. Should such disclosure become necessary, it will be only to persons who have a need to know your identity or the details and nature of the complaint. Confidentiality will be preserved to the extent possible.

Contact for Questions:

- **Name:** Leslie King, Associate Director of Team Support
- **Phone Number:** (916) 757-8125
- **Email:** leslie.king@doingwhateverittakes.org

You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office can be found at www.eeoc.gov and www.dfeh.ca.gov.