



# HARASSMENT COMPLAINT INTAKE REPORT

1. NAME OF EMPLOYEE (ALLEGER)		2. DISTRICT/REGIONAL OFFICE/SERVICE	
3. EMPLOYEE (ALLEGER) OR REPRESENTATIVE'S PHONE NUMBER	4. EMPLOYEE (ALLEGER) E-MAIL ADDRESS	5. DATE EMPLOYEE (ALLEGER) CONTACTED THE HPC	
6. DID EMPLOYEE (ALLEGER) FILE AND EEO COMPLAINT? <input type="checkbox"/> YES <input type="checkbox"/> NO	7. EMPLOYEE (ALLEGER) POSITION TITLE	8. EMPLOYEE (ALLEGER) IN A BARGAINING UNIT POSITION <input type="checkbox"/> YES <input type="checkbox"/> NO	
9. ALLEGATION TYPE <i>(Check all that apply)</i> <input type="checkbox"/> WORKPLACE HARASSMENT (NON-SEXUAL) <input type="checkbox"/> SEXUAL HARASSMENT			
10. BASIS(ES) <i>(Check all that apply)</i> <input type="checkbox"/> NONE <input type="checkbox"/> AGE <input type="checkbox"/> COLOR <input type="checkbox"/> DISABILITY <input type="checkbox"/> RACE <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> RELIGION <input type="checkbox"/> SEX <input type="checkbox"/> REPRISAL			
11. SUMMARY OF DETAILS <i>(Provide a brief explanation of the allegations presented by employee - for additional space use page 2)</i>			
12. INDIVIDUAL ALLEGATION IS AGAINST?	13. IS INDIVIDUAL A SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	14. INDIVIDUAL POSITION TITLE	
15. IS INDIVIDUAL A SENIOR MANAGER? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. DID ALLEGER REPORT THE HARASSMENT TO MANAGEMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	17. DATE(S) REPORTED <i>(Enter all dates if more than one)</i>	
18. NAME AND TITLE OF (ALLEGER'S) IMMEDIATE SUPERVISOR			
19. SIGNATURE OF REGIONAL OFFICE HP COORDINATOR OR INDIVIDUAL DOCUMENTING THE CONTACT	20. DATE	21. DATE SUBMITTED TO DISTRICT HPP OFFICE	

22. Contacting a Harassment Prevention Coordinator does not preclude an employee from filing an EEO complaint; additionally, contacting a Harassment Prevention Coordinator does not initiate the EEO complaint process and does not delay the employee's time limits for filing an EEO complaint. Employees who intend to file an EEO complaint must contact the VA Office of Resolution Management (ORM) within 45 calendar days of the date of the alleged discrimination by calling the ORM EEO Complaint Hotline at 1-888-566-3982. Hearing impaired employees may call the TDD line at 1-888-626-9008.

**For additional information, please visit the HPP website at <http://www.va.gov/ORM/HPP.asp>.**

23.

I \_\_\_\_\_, acknowledge that I have been made aware of my rights to file an the EEO complaint and protected rights under federal law.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE (ALLEGOR)

\_\_\_\_\_  
DATE

Note: Provide a copy of the entire form to the employee (allegor)

**Employees are protected under Federal law from discrimination on the following bases:**

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, based on race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

**DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

**AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

**SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

**GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

**RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.