



Office of Equal Opportunity and Affirmative Action

Grievance Form

Terminology Used:

Complainant: The person who makes the complaint and/or files the grievance.

Grievance: A formal written complaint.

Respondent: The person accused of violating an OEO policy.

OEO: The Office of Equal Opportunity.

Instructions

Submit this completed form to the Office of Equal Opportunity located in Ballou Hall, 1st floor, Medford Campus. A form can be requested by calling (617) 627-3298 or by visiting the OEO website at <http://www.tufts.edu/o eo/>.

1. Please provide the following information for the person who was discriminated against or harassed? Was this yourself or someone else ?

Name: _____

Title: _____

Campus: Medford Boston Grafton Other:

School/Department: _____

Phone: _____

Work/Campus Address: _____

Supervisor/Manager:

 Name: _____

 Title: _____

 Phone: _____

2. If this is someone other than yourself, please provide your information below:

Name: _____

Title: _____

Campus: Medford Boston Grafton Other:

School/Department: _____

Campus Mail Address: _____

Campus Phone: _____

3. On what basis were you discriminated against/harassed?

Sex (including sexual harassment) Race National or Ethnic Origin Religion

Gender Identity and Expression Age Sexual Orientation Disability

Veteran Status Color Retaliation:

4. Please describe each occurrence of discrimination or harassment separately. For each occurrence, you need to provide the following information:

1. Complainant's name, job title, work location and contact information.
2. The Respondent's name, job title, work location and contact information, if known.
3. A description of the alleged incident including the date of occurrence, location where incident occurred, and any response the Respondent had to the alleged incident.
4. The names and contact information, if known, of any witnesses.
5. State why you believe the discrimination or harassment is based on one or more of categories identified in question 3 above.
6. If retaliation is identified, describe in detail the actions you believe to be retaliatory and why (i.e., If there was a disciplinary action, describe the action and why you believe the action was unwarranted.)
7. What you would like to happen as a result of this grievance (State the resolution that you are seeking.)