



BULLYING, DISCRIMINATION, AND HARASSMENT COMPLAINT FORM

Canyons School District maintains a firm policy prohibiting all forms of bullying, discrimination, or harassment

Complainant/Victim: _____ Home Address: _____
Home/Cell Phone: _____ Work Phone: _____ Email: _____

Check the box(es) to indicate the type of conduct you are complaining of:

- Bullying/Cyber-Bullying Discrimination Harassment Hazing Retaliation
 Abusive Conduct

Check the box(es) to indicate the basis of the conduct:

- Race/Color/National Origin Sex/Gender Sexual Orientation Gender Identity Religion
 Pregnancy Disability Age Status as a Veteran N/A or None

Date(s) / Time(s) of incident(s): _____

Name(s) alleged perpetrator(s): _____

Location of incident(s): _____

Name(s) of witness(es): _____

Describe the incident(s) as clearly as possible, including what was said (threats, requests, demands, etc.), whether any physical contact occurred, and what force was used (attach additional pages if necessary):

Describe the harm caused by the incident(s) described above, including any alleged employment action, hostile work environment, or other adverse effects on your employment (attach additional pages if necessary):

Describe the remedy you seek, including any assistance you may need to address the harm described above (attach additional pages if necessary). [Please note that seeking a particular remedy does not confer authority on the victim to determine the discipline imposed on the alleged perpetrator. All remedies, including any disciplinary action, are within the exclusive authority and sole discretion of the School District]:

- I have the right to be free of retaliation for filing this complaint. I agree to report, immediately, any conduct that I believe is motivated by retaliation for filing this form.
- I have been provided a copy of the Canyons School District's discrimination policy, 400.2. I may have the right to file a complaint with state or federal civil rights agencies or to file a legal action in a court of law. Canyons School District's Legal Services will further explain these rights if I request.
- I understand that the Canyons School District is not an advocate for either the complaining or responding parties. The role of the Canyons School District is to investigate the complaints from a neutral position and to determine whether violations of district policy have occurred.
- This complaint is based on my honest belief that I have been bullied, discriminated against, or harassed as described above.
- I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Information for Persons Filing a Complaint

Overview of Investigative Process

The Director of Human Resources will be promptly notified of this complaint and will determine whether to conduct a site-level and/or District-level investigation. If additional information from you is needed, you will be contacted for a follow-up interview. The investigation will also include interviews with, and written statements from, the victim, the person against whom the complaint is made, witnesses, and others identified as having pertinent information.

The investigator will consider all the evidence and will make findings of fact and conclusions as to whether any District policies have been violated. If appropriate, disciplinary action may be taken against the perpetrator, and other actions may be taken to address the effects on the victim and the school/workplace environment. To the extent legally permissible, the victim and the perpetrator will be notified of these decisions.

Confidentiality

The investigation will be conducted in a reasonably confidential manner. However, witnesses and others with pertinent information may need to be made aware of the investigation and sufficient facts to elicit their verbal/written statements. The investigator will take measures to protect confidentiality of the victim and the accused, including directing all witnesses to refrain from disseminating information related to the complaint and investigation. Those who are accused will be provided with the information you have provided about the incident so they have an opportunity to respond to its contents.

You should also keep the complaint and investigation confidential. Do not attempt to conduct your own parallel investigation or discuss the facts of your complaint with other employees.

No Contact

You should avoid contact with the accused. This includes written, electronic, verbal, and in-person contact. If contact with the accused is unavoidable in the school/workplace, please notify the investigator or Director of Human Resources.