



RESPECTFUL WORKPLACE PROCEDURE

In compliance with [Systems Procedure 1C.0.2 Respectful Workplace](#) and [MMB HR/LR Policy #1432 Respectful Workplace](#), any employee or third party may choose to initiate a formal complaint under this procedure.

Complaints should be submitted to the Human Resources office. If the complaint concerns a member of the Human Resources office, the complainant may contact the Human Resources director or other appropriate administrator. If the complaint concerns the college or university president, the complainant may contact the vice chancellor for Human Resources in the system office.

- x Complaints must contain details of the situation and the identity of the person or persons against whom the complaint is being made.
- x A person against whom a formal complaint is made may be informed of the complaint.
- x The appropriate party in receipt of a complaint made pursuant to this procedure is encouraged to acknowledge receipt of any complaint in writing, to the complainant, with a statement that would include:
 - o The date that the complaint was made;
 - o A statement that the Human Resources office or other appropriate manager or administrator retains the discretion to determine whether an investigation is warranted;
 - o A statement that if it is determined that an investigation is warranted, all investigations will be conducted in a timely, fair, and objective manner; and
 - o A statement that all recorded data associated with a complaint, including any investigation and any outcome, are government data, and that the release or non-release of data is governed by



RESPECTFUL WORKPLACE COMPLAINT FORM

Complainant Name:	Date Report Submitted
Job Title:	Supervisor Name:
Phone:	Email:
Respondent(s) Name:	Respondent(s) Job Title:
Witnesses	

Witness Name:

Basis for Complaint: Please select all that apply. "Other" explain in detail in the summary of Complaint section.
Professionalism Respect Bullying Retaliation Communication Behavior Other

Summary of Concerns of Complaint: Attach additional pages if necessary please include date, time, location and relevant information.

Summary of any Documentation Related to Allegations: Please attach documentation with this complaint.

