Office of HUMAN RESOURCES THE OHIO STATE UNIVERSITY

Discrimination & Harassment Complaint Form

click here to clear form

Instructions

Submit this form to the Office of Human Resources Organization and Human Resource Consulting (OHRC) in person at 1590 N. High St., Suite 300, Columbus, OH 43201-2190; via fax to (614) 292-0549; or via e-mail to **sexualharassment@osu.edu**. A form can be requested by calling (614) 292-2800 or on the Office of Human Resources web site at **hr.osu.edu/forms**.

If a faculty or staff member is notified of an allegation, he/she must refer the alleger or notify OHRC as soon as possible and no later than five days after becoming aware of the allegation.

Filing an allegation of discrimination or harassment with the university does not preclude an alleger from filing an allegation with an external agency nor does it extend time limits for such complaints.

Person alleging discrimination/harassment:

Name: _____ Title: _____

Department: _____

Campus mail address _____

Campus phone: _____ E-mail address: _____

Person against whom allegation of discrimination/harassment is being made:

Name: _____ Title: _____

Department: _____

Campus mail address _____

Campus phone: _____ E-mail address: _____

Person referring the complaint (if different from person alleging discrimination/harassment):

Name: _____ Title: _____

Department: _____

Campus mail address _____

Campus phone: _____ E-mail address: _____

Using the space below and/or additional attachments, describe the events and/or behaviors that are the subject of the complaint. Include any offices or individuals you've talked with on campus, the names of witnesses, as well as dates, times, and locations.