

CIVIL RIGHTS & DIVERSITY COMPLAINT FORM

Terrebonne Parish Consolidated Government



In accordance with Section 2.2.A of the TPCG Personnel Policy Manual, all members of management and employees are expected to create and maintain a work environment free of harassment and discrimination where all persons are respected. This includes the duty to:

1. report all instances and complaints of harassment and/or discrimination, whether experienced personally or witnessed, to management or the Human Resources Director;
2. take the appropriate action to correct and prevent harassment or discrimination; and
3. cooperate with any investigation into complaints of harassment or discrimination.

Section 1. COMPLAINANT CONTACT INFORMATION			
Name Last, First, Mi		Phone Number	
Address Street	City	State	Zip
Email Address		Primary Language	

Section 2. COMPLAINT	
Date	Location
Person(s) Involved	
Nature of the Complaint (What happened?)	

Section 3. WITNESSES & DOCUMENTATION
List the names and phone numbers of all persons who observed the incident.
Please indicate which documentation will be submitted with your complaint. <input type="checkbox"/> Pictures <input type="checkbox"/> Reports <input type="checkbox"/> Legal Documents <input type="checkbox"/> Other _____

Section 4. SIGNATURE	
Complainant Signature	Date

Section 5. ACTION TAKEN	
Provide a statement summarizing how this incident was resolved.	
Investigation Committee Signatures	Date