

Instructions for Completing the Form

Please fill in each field on the Complaint Form online or print and complete the form. Submit the completed Complaint Form via email, mail or in person to:

UCR Equal Employment and Affirmative Action
 1201 University Avenue, Suite 208
 Riverside, CA 92507
 Email: affirmativeaction@ucr.edu
 Phone: (951) 827-5604

You may attach any additional documentation which supports your claim of employment related discrimination/harassment /retaliation. Information and assistance in completing the Complaint Form may be obtained from Equal Employment and Affirmative Action (EEAA).

Filing a Discrimination Complaint

The University of California (UC) prohibits discrimination or harassment on the basis of race, color, national origin, religion (including religious dress and grooming practices), sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (40 and over), sexual orientation, citizenship, or service in the uniformed services, including protected veterans.

University policy prohibits retaliation for bringing a complaint of discrimination or harassment. University policy also prohibits retaliation against a person who assists with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

If you feel that you have suffered employment-related discrimination, harassment or retaliation by your supervisor, co-worker(s), or anyone in the workplace, based on any of the above protected bases, please complete the Employment Related Discrimination, Harassment and Retaliation Complaint Form and email, mail or return in person to EEAA.

Reports should be brought as soon as possible, optimally within a year, after the alleged conduct occurs.

Key Terms

Complainant	Any person who files a report alleging that he or she has been the subject of employment-related Prohibited Conduct or Retaliation
Respondent	A person alleged to have engaged in Prohibited Conduct and about whom a report of employment-related Prohibited Conduct or Retaliation is made
Bases for employment related discrimination or harassment	<ul style="list-style-type: none"> • Age: 40 years or older • Ancestry: Any • Citizenship: Citizens and non-citizens • Disability: Actual or perceived physical or mental disability, including HIV and AIDS • Gender Expression: A person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth • Gender Identity: Individuals whose perceived gender characteristics are different from those traditionally associated with the individual's sex at birth • Gender Transition Status: The process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to, changes in name and pronoun usage, facility usage, participation in employer-sponsored activities (e.g., sports teams, team-building projects, or volunteering), or undergoing hormone therapy, surgeries, or other medical procedures.

	<ul style="list-style-type: none"> • Marital Status: Married or single, divorced, separated, widowed • Medical Condition: Cancer-related condition or genetic characteristics • Pregnancy: Pregnancy, childbirth, or related medical conditions • Race or Color: Includes complexion, color of skin, eyes or hair • Religion: All aspects of religious observance or practices, beliefs, or non-beliefs • Service in the Uniformed Services (including protected veterans): includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services; veterans with disabilities, recently separated veterans, Vietnam-era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans • Sex: Gender (includes pregnancy discrimination) • Sexual Orientation: Actual or perceived sexual preference
Prohibited Conduct	<ul style="list-style-type: none"> • Discrimination: Discrimination is unequal treatment of an individual or group of people based upon race, color, national origin, religion (including religious dress and grooming practices), sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age (40 or over), sexual orientation, citizenship, status as a protected veteran or service in the uniformed services where there is no legitimate reason for such treatment. • Harassment: Harassment, on any of the bases set forth above in the definition of discrimination, is defined as unwelcome conduct, including verbal, nonverbal, or physical conduct that explicitly or implicitly affects a person's employment or interferes with a person's work or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. • Retaliation: Retaliation includes threats, intimidation, reprisals, and/or adverse employment actions against a person based on their report of Prohibited Conduct or participation in the investigation, report, remedial, or disciplinary processes provided for in these guidelines.
Protected Activity	Good faith reporting of employment related discrimination, harassment or retaliation; participating in or cooperating in good faith with an investigation or resolution
Adverse Action	Includes threats, intimidation, reprisals, and/or adverse employment or educational actions