



**THE CITY OF OKLAHOMA CITY
DISCRIMINATION, HARASSMENT AND RETALIATION
COMPLAINT FORM**

NOTE: This form is only for use by City employees in these pay plans:
**FOP Lodge 123 Pay Plan
IAFF Local 157 Pay Plan**

STATEMENT OF POLICY

The City is committed to a policy of nondiscrimination, nonretaliation and the provision of a work environment that is free from harassment and bullying. It is the policy of the City of Oklahoma City that:

- no person or employee shall benefit or be discriminated or retaliated against, harassed or bullied in any manner inconsistent with the Constitution, federal or state statutes, the City Charter, ordinances, resolutions, policies, rules or regulations, and
- employment with the City will be free of conduct that can be considered discriminatory, abusive, disorderly, disruptive, or retaliatory.

Any employee conduct, whether intentional or unintentional, that results in discrimination or harassment (unlawful or otherwise) of other employees or individuals with regard to race, color, religion, sex (including pregnancy, actual or perceived sexual orientation, and gender identity and/or expression), national origin, age, disability (mental or physical) and genetic information (including family medical history), also known as equal employment opportunity (EEO) protected classes (or individually, "protected classes"), is strictly prohibited. (See Article 400 of the City of Oklahoma City Personnel Policies, available at [this link](#).)

For additional information, please refer to *Human Resources Bulletin 22-02, Policy Prohibiting EEO-related Discrimination and/or Harassment, including Sexual Harassment, Workplace Bullying and Retaliation*, available at [this link](#).

Use this form to report violations of this Policy. Once completed, save this form and email it to the Employee and Labor Relations Division of the Human Resources Department at this address: sexual.harassment@okc.gov.

1. YOUR NAME	2. EMPLOYEE ID #	3. PHONE NUMBER
4. Preferred EMAIL ADDRESS for communications related to this complaint		
5. ARE YOU NOW WORKING FOR THE CITY?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
<i>If YES, answer questions 6-8:</i>		<i>If NO, answer question 9:</i>
6. YOUR JOB TITLE	9. HOME ADDRESS	
7. YOUR DEPARTMENT	Street	
8. YOUR DIVISION	City	State ZIP Code
10. NAME OF PERSON(S) YOU BELIEVE DISCRIMINATED AGAINST YOU		
11. WHAT TYPE OF COMPLAINT ARE YOU REPORTING?		
BULLYING		
RETALIATION FOR MAKING A PRIOR COMPLAINT		
SEXUAL HARASSMENT		
DISCRIMINATION OR HARASSMENT BASED ON THE EEO CONSIDERATION(S) INDICATED BELOW:		
RACE <i>(If so, state your race):</i>		
COLOR <i>(If so, state your color):</i>		
RELIGION <i>(If so, state your religion):</i>		
SEX <i>(If so, state your sex):</i>		
NATIONAL ORIGIN <i>(If so, state your national origin):</i>		
AGE <i>(If so, state your age):</i>		
DISABILITY <i>(If so, state nature of your mental or physical disability):</i>		
GENETIC INFORMATION:		
(Continue to next page)		

12. EXPLAIN IN SPECIFICS HOW YOU BELIEVE YOU WERE DISCRIMINATED AGAINST, HARASSED OR RETALIATED AGAINST (State to the best of your knowledge what incident(s) occurred and when they occurred. Attach additional pages if needed.)

(Continue to next page)

13. STATE HOW YOU WOULD LIKE THIS SITUATION RESOLVED

14. LIST NAME(S) OF WITNESS(ES) AND BRIEFLY STATE WHAT INFORMATION WITNESS MAY CONTRIBUTE TO THE INVESTIGATION OF YOUR COMPLAINT

15. SIGNATURE OF COMPLAINANT

16. DATE OF THIS COMPLAINT

Once completed, save this form and email it to the Employee and Labor Relations Division of the Human Resources Department at this address: sexual.harassment@okc.gov.

Confidentiality Notice

Please consider this complaint **confidential**. Do not discuss it with anyone other than the designated investigators.

Prohibition of Retaliation

City Policy prohibits retaliation against anyone for filing a complaint. If you believe you are being retaliated against for filing this complaint, immediately notify the assigned investigators or your Department or Division EEO Officer.

Notice to City Employees

NOTE: Employees have the right to make a complaint of discrimination, harassment (including sexual harassment), and retaliation based on a protected class with the State Office of Civil Rights Enforcement, the Equal Employment Opportunity Commission, or with a court of law. This policy does not restrict the rights of employees secured by the laws of the State of Oklahoma or the United States..

Be advised that the filing of a discrimination, harassment or sexual harassment complaint does not exempt the complaining party from abiding by established workplace rules such as time, attendance or performance standards. (Refer to Personnel Policies Section 404)