



Orange Township Public Schools
AFFIRMATIVE ACTION
 Shelly Harper, Affirmative Action Officer
 Glasshebra Jones, Affirmative Action Officer



Gerald Fitzhugh, II, Ed.D.
 Superintendent of Schools

CONFIDENTIAL INFORMATION

Complaint's Name: _____ Date: _____

1. Who committed the alleged inappropriate behavior?

2. How did you react/respond?

3. When did the incident occur or is it ongoing?

4. Did you ever indicate that you were offended or somehow displeased by the act or offensive treatment, if so when?

Yes No Date(s) _____

5. Identify all employees/students/or others with firsthand knowledge of the alleged conduct about which you are complaining:

6. Have you discussed the incident with anyone? If so, who?

Yes No Name: _____ Relationship _____

Name: _____ Relationship _____

Name: _____ Relationship _____

7. How has the behavior affected you and your job? Yes No
If yes, how?
8. Have you missed any work as a result of the alleged harassment/discrimination? If yes, please indicate dates of absences:
9. Have you received any counseling or received medical treatment as a result of this alleged harassment? If yes, indicate dates of counseling/treatment.
10. Are there documents or emails which contain information supporting the occurrences described above? (Please attach to this document)
- Yes NO
11. Have you previously complained about this or related acts of sexual harassment/discrimination to a District supervisor or official, or attempted to remediate the issue? If so, please identify the individual to whom you complained, steps of remediation, the date of the complaint, and the resolution of your complaint or attempts at remediation.
12. What is your requested remedy in this complaint?
13. Are there any other individuals you want the District to contact regarding your complaint? If so, who do you wish to be contacted and why?
14. Please attach a full statement of the incident(s) and include dates and approximate time.

ACKNOWLEDGEMENT

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. The District will notify all persons involved in the investigation that it is confidential and that the unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment.

Employee Statement

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the District deems relevant.

Signature

Date