

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SEXUAL HARASSMENT COMPLAINT FORM
CONFIDENTIAL**

**To: Affirmative Action Officer
University Counsel**

NOTICE OF RECEIPT OF SEXUAL HARASSMENT COMPLAINT

On _____ I received a complaint of sexual harassment from _____ (complainant).

Upon receipt of the complaint I took the following actions (initial each space):

_____ I advised complainant of:

1. The meaning and importance of the Sexual Harassment Policy
2. The penalties for making improper charges
3. The University's commitment to prevent retaliation
4. The University's policy on confidentiality
5. The University's right to investigate the complaint, even if complainant does not choose to pursue it, if such an investigation is deemed necessary to protect the University or the community

_____ I made written notes of the allegations (see attached copy).

_____ I explained the options for handling the complaint as described in Section II.C of the Sexual Harassment Policy and that the complainant may request a formal investigation at any time.

_____ I explained that the complaint must be submitted to me in writing before any review or other action takes place.

Name of Person Who Received Complaint (Please Print)

Date Complaint Taken

**COMPLAINANT'S ACKNOWLEDGEMENT OF ADVICE
AND CHOICE OF RESOLUTION OPTION**

After being given the advice described above, I chose to initially pursue resolution of my complaint through (initial one space):

_____ Individual resolution

_____ Mediation

_____ Administrative investigation and resolution

_____ Investigation and hearing by a grievance committee

_____ I do not wish my complaint to be pursued; however, I have been advised that, because the University is legally required to investigate all egregious acts of sexual harassment, the University

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reserves the right to investigate my complaint if it is deemed necessary to protect the interests of the University or the community. I will be advised if the University elects to conduct an investigation.

I understand that I must submit my complaint in writing before any review or other action takes place. I further understand that my complaint must be shared with the accused so that the accused may respond, and that I will be notified in advance when the accused is to be informed of my complaint.

Signature of Complainant

Date