

EEO Complaint Form

Individuals seeking assistance with an Equal Employment Opportunity (EEO) -related issue can expect the following:

- *Confidentiality when discussing options with an EEO counselor at your agency.*
- *The West Virginia Division of Personnel and agency EEO counselors are neutral parties and will not act as an advocate for any individual or agency.*
- *The opportunity to participate in efforts to resolve the problem through informal resolution at an agency.*
- *An individual may address an EEO-related matter with their supervisor or the agency EEO counselor. The individual is also free to pursue other legal options.*

Employee Information

Name: _____

Agency: _____

Job Title: _____

Agency EEO counselor, if known: _____

May an EEO counselor call you at work? Yes No

- May an EEO counselor call your personal telephone? Yes No

- Work telephone number: _____

Personal telephone number: _____

Home address: _____

Email address: _____

Do you wish to remain anonymous? Yes No

Name of supervisor: _____

Supervisor's job title: _____

Supervisor's telephone number: _____

Supervisor's email: _____

Basis of the alleged harassment or discrimination (check all that apply):

- Age
- Disability
- Genetic Information
- LGBTQ
- National Origin
- Pregnancy
- Race/Color
- Religion
- Sex
- Other (Specify) _____
- Retaliation (Include date and activity related to previously reported incidents) _____

Was your supervisor involved in the allegation or incident? Yes No

If not, did you report the incident to them? Yes No

Date of Incident. If more than one occurrence, list separately: _____

Brief summary of the alleged discrimination or harassment incident:

EEO Counseling Request Confidentiality Agreement

By signing below, I acknowledge that confidentiality is a requirement in this administrative process. I understand that I may not discuss the questions posed, my responses, or any other details of this investigation. Additionally, I acknowledge that my statements are true and complete.

Print Name

Signature

Date