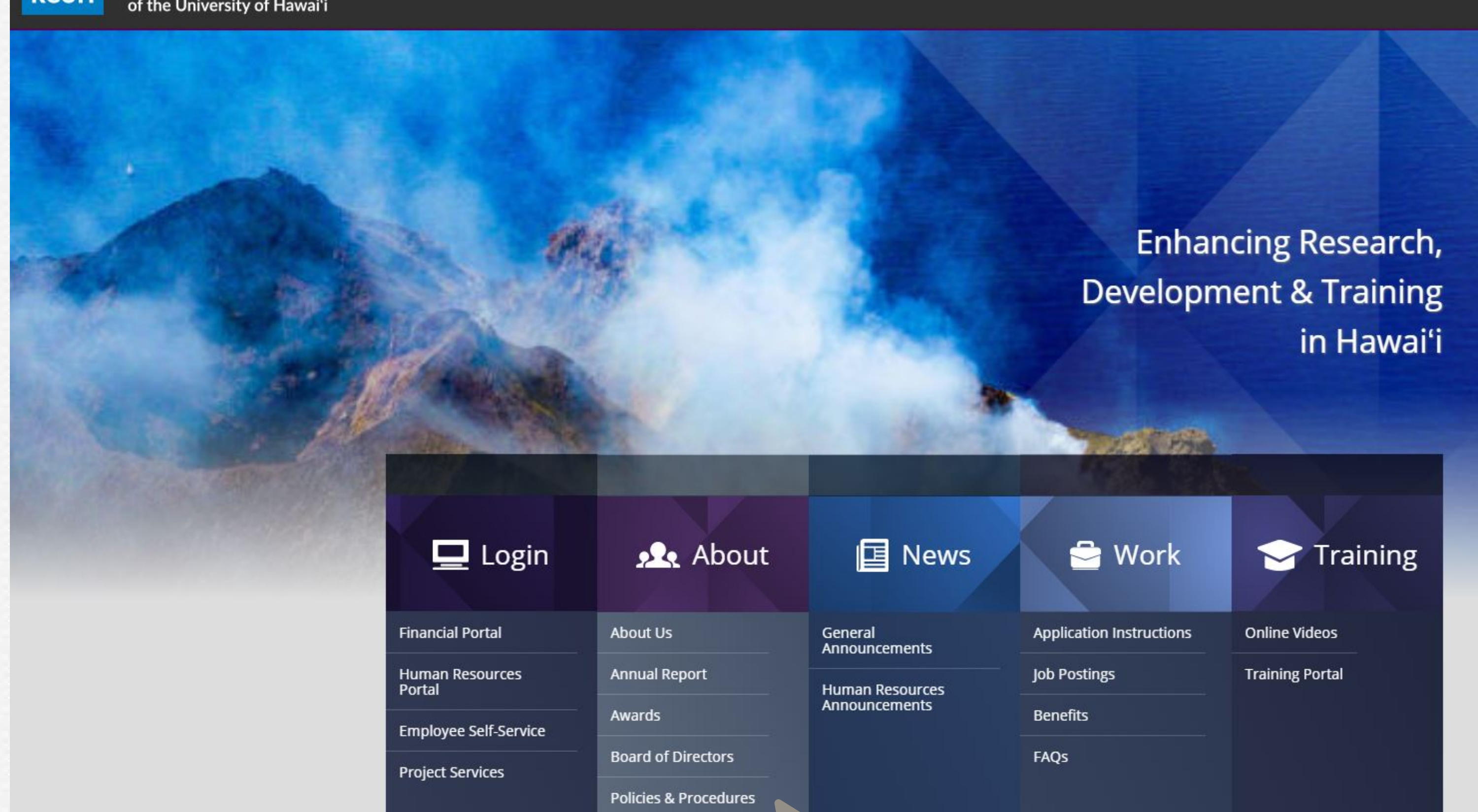


HOW TO COMPLETE RCUH'S EEO COMPLAINT FORM

A guide on how to complete/submit the EEO Complaint Form and how to find it on RCUH's website

This guide should be used if you feel that you have experienced employment discrimination or harassment and want to submit an official complaint to RCUH Human Resources.



Enhancing Research, Development & Training in Hawai'i

1 FINDING THE FORM

1. Visit www.rcuh.com and click on Policies & Procedures
2. Click on Document Library
3. Click on 3.000 Human Resources
4. Click on Equal Employment Opportunity (EEO)
5. Select the EEO Complaint Form (O-3)

The EEO Complaint Form is available on RCUH's website.

Equal Employment Opportunity (EEO)

| Form | Related Policy/Procedure |
|--|--------------------------|
| EEO Is the Law Poster | 3.110, 3.920 |
| EEO Complaint Form (O-3) | 3.110, 3.120 |
| Equal Employment Opportunity Policy Statement | 3.110 |
| Withdrawal of Complaint and Release Form (O-4) | 3.110, 3.120 |

RCUH follows the time limits set by the Equal Employment Opportunity Commission (EEOC) & the Hawaii Civil Rights Commission (HCRC), which require a complaint to be filed within **180 calendar days** from the day the discrimination took place. If the behavior occurs frequently, the complaint can be filed based on the last occurrence.

2 COMPLETING THE FORM

Here's an example of a completed EEO Complaint Form.

RCUH Research Corporation of the University of Hawai'i 3.110 RCUH Equal Employment Opportunity Policy Attachment 2

**RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
EEO COMPLAINT FORM**

Complainant Contact Information:
(Your personal information (address and phone number) will be redacted to preserve your privacy)

Name: Jane Doe

Mailing Address: 123 Aloha Street
Honolulu, HI 96888

Phone # (work/home): (808) 555-5555 Email: jane_doe@gmail.com

Respondent Contact Information: (individual or office that discriminated against you):

Name: John Roe Phone #: (808) 555-6666

Project Name: Ohana Laboratories Job Title: Laboratory Technician

Project Address: 987 Aloha Street
Honolulu, HI 96888

Alleged Cause of Discrimination (check applicable box(es) and describe below):

Age Arrest or Court Record Disability Status National Origin Race/Color

Religion Retaliation Sex/Gender Sexual Harassment Sexual Orientation

Veteran Status Other Discriminatory treatment (specify) _____

Details of Discrimination:

Date of Occurrence(s): May 11, 2018

Time of Occurrence(s): Approximately 6:00 PM

Location of Occurrence(s): Ohana Laboratories

Confidential: Access to this document will be limited to RCUH Human Resources Department Investigator(s), Complaining Party and Respondent. All parties will handle this matter in strictest confidence and avoid inappropriate disclosure to anyone outside of the investigation. Under Federal and State EEO regulations, a complaint must be filed within 300 or 180 days from its occurrence, depending on the applicable Federal or State law.

RCUH Form O-3
Created 04/06/2004 (Revised 10/04/2005, 03/11/2011, 10/26/2013, 09/29/2017)
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IMPORTANT REMINDER!

The "Respondent" will be able to review the complaint with your name and redacted contact information; however it is illegal for him/her to retaliate against you for filing an official complaint or participating in an investigation.

3.110 RCUH Equal Employment Opportunity Policy Attachment 2

Description and Explanation of Discrimination: Provide a description of the incident(s) of discrimination or sexual harassment. Specify the nature of the discriminatory action (promotion, denial, harassment, discharge, etc.) and the persons involved. Describe how you were treated differently from others. The RCUH may take action on timely complaints. Attach additional pages as necessary or evidence to support your charge(s).

I was working late on Friday, May 11, 2018 when the respondent approached my work station and asked if I'd like to go grab drinks. He's asked me several times before, but I've always made excuses for why I couldn't go. When I said no this time, he got really close to me, probably less than a foot from my face. He asked if I was sure and put his arm around my shoulders, which made me feel really uncomfortable. When I said no again, he said "Well, you better be able to make it next time, or else 'someone' may be stuck finishing up my reports next month."

Identify any witnesses: Provide name and contact information of any witnesses that may provide validation to your case.

I don't think there was anyone there to witness what happened, but the janitor may have been in the area.

Describe corrective action or remedy you are seeking:

I would like the respondent to be terminated or moved to another worksite.

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Complainant's Signature and Certification:

I certify that the complaint described on this form is accurate and true to the best of my knowledge. Pursuant to the written discrimination complaint I have submitted, I agree that this statement of charges may be used during any investigation of the case. Appropriate administrators and the accused party will have the opportunity to read and respond to the complainant under strict confidence.

I understand that any retaliation against a complainant is prohibited by the Research Corporation of the University of Hawaii. I will report any acts of retaliation immediately to the RCUH Director of Human Resources.

Jane Doe June 8, 2018
Signature Date

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RCUH Form O-3
Created 04/06/2004 (Revised 10/04/2005, 03/11/2011, 10/26/2013, 09/29/2017)
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Submit the completed form to the RCUH Director of Human Resources (see contact info below)

Once the EEO Complaint Form is received by RCUH, the Director of Human Resources will conduct a fact-finding investigation, which may include interviews and written statements from all parties involved. Complaints will remain confidential to the fullest extent possible. Following the investigation, the RCUH HR Director will ensure appropriate disciplinary action is taken.

QUESTIONS?

Kira Higa
RCUH Director of Human Resources

808.956.6965

kkhiga@rcuh.com

IMPORTANT TIP

If the "Complainant" decides to withdraw his/her testimony at any point during this process, he/she must complete the EEO Withdrawal of Complaint and Release Form.

