



Has anyone witnessed the alleged behavior? Yes No If yes, please list names and contact information:

Did you take any action to stop the alleged behavior? Yes No If yes, please summarize the action taken:

How would you like to see the situation resolved?

Additional information or comments:

**Acknowledgement** - I certify that to the best of my knowledge the information that I provided is accurate and the events and circumstances are as I have described them. I understand and acknowledge that a copy of this complaint will be provided to the alleged offender (respondent). I am willing to cooperate fully in the investigation and provide whatever evidence the University deems relevant. While complete confidentiality cannot be guaranteed, I understand that all complaints will be handled in such a way that confidentiality will be protected to the extent possible. Information about the complaint will be shared on a limited basis only with those who need to know. I further understand that filing a complaint with the Office of Equity and Diversity does not preclude me from filing an allegation with an external agency nor does it extend time limits for such a complaint.

UT Space Institute does not tolerate adverse treatment of its employees or students because of the filing a complaint of or providing information related to a complaint. Any actions that may constitute retaliation should be reported to OED immediately. If you believe that you have been retaliated against please check here.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You may print this form and submit it directly to the UTSI Office of Equity & Diversity, fax to 931-393-7268, or mail to UTSI Office of Equity and Diversity, 411 B.H. Goethert Parkway, MS-11, Tullahoma, TN 37388-9700. If questions, please call 931-393-7226.

**UNIVERSITY OF TENNESSEE SPACE INSTITUTE  
DISCRIMINATION COMPLAINT PROCEDURE  
(Updated August 1, 2018)**

The University of Tennessee Space Institute welcomes and honors people of all races, creeds, cultures, and sexual orientations. The University values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. In keeping with those values, the policies of The University of Tennessee expressly prohibit the following:

- discrimination against employees, students, or applicants for employment or admission, on the basis of race, color, religion, sex (including sexual harassment, sexual orientation, gender identity, marital status), national origin, age, disability, or protected veteran status;
- discrimination against other participants in educational programs and activities (which includes certain individuals who are not employees, students, or applicants for employment or admission) on the basis of race, color, national origin, sex, or disability;
- sexual misconduct, sexual assault, relationship violence and stalking, and
- retaliation against any person who in good faith reports a practice that he/she believes violates non-discrimination policies.

If you are an employee, student, applicant for employment, applicant for admission, or are otherwise a participant in a UT Space Institute program or activity, and you believe you have been discriminated against in violation of the policies outlined above, the process below is designed to help you resolve your complaint. The “Formal Discrimination & Harassment Complaint Form” may be used to file a complaint of discrimination with the UT Space Institute Office of Equity and Diversity, but it is not required to file a complaint.

**Complaints must be in writing and filed within 180 days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside that time limit, or not submitted in writing, may be investigated. Complaints of discrimination should be directed to the UTSI Office of Equity and Diversity (OED), 411 B. H. Goethert Parkway, Tullahoma, Tennessee 37388-9700, telephone: 931-393-7226, fax: 931-393-7268.**

You may print the **UTSI Formal Discrimination & Harassment Complaint Form** and submit it directly to UTSI OED, fax to 931-393-7268, or mail to UTSI Office of Equity and Diversity, 411 B.H. Goethert Parkway, MS-11, Tullahoma, TN 37388-9700.

A complainant may also have the ability to file complaints with external agencies such as the following:

- Individuals who wish to file a Title VI complaint with the Tennessee Human Rights Commission (THRC) have up to 180 days from the date of the discriminatory act.
- Individuals who wish to file a complaint about employment discrimination may do so with the U.S. Equal Employment Opportunity Commission (EEOC) within 300 days from the date of the discriminatory act.