



**DISCRIMINATION/HARASSMENT/RETALIATION COMPLAINT FORM**

*If you believe that you have been subjected to discrimination, harassment (including sexual harassment), or retaliation, you are encouraged to complete this form and submit it to one of the College’s Civil Rights Compliance Officers below. The College prohibits retaliation against any individual who makes a complaint. Please provide the information requested below as accurately and completely as possible. Attach additional documentation if necessary.*

<b>Civil Rights Compliance Officers</b>	
Christina Vargas Chief Diversity Officer/Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 <a href="mailto:vargasc@sunysuffolk.edu">vargasc@sunysuffolk.edu</a> (631) 451-4950	Dionne Walker-Belgrave Affirmative Action Officer/Deputy Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 <a href="mailto:walkerd@sunysuffolk.edu">walkerd@sunysuffolk.edu</a> (631)-451-4051

**1. Personal Information**

Name:		Today’s Date:	
Street Address:		City, State:	Zip:
Preferred Telephone Number:	Email Address:		
Date of Birth:	Sex:	Race/Ethnicity:	
Check one: <input type="checkbox"/> Student –please provide your ID number: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff (if faculty or staff, please complete section 2)			

**2. Job Information (SCCC employees only)**

Your official job title:	Campus where you work (check one): <input type="checkbox"/> Eastern <input type="checkbox"/> Ammerman <input type="checkbox"/> Grant	Date of hire:
Department in which you work:	Immediate supervisor’s name and job title:	

**3. Name (and title) of the person(s) that allegedly discriminated, harassed, or retaliated against you (this person is called the Respondent):**

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Respondent’s status (check one):  Student     Faculty     Staff     Other     Don’t know

Respondent’s campus (check one):     Eastern     Ammerman     Grant     I don’t know

Relationship to you (check all that apply):  Professor     Supervisor     Co-worker     Subordinate     Other

**4. I believe I was discriminated against, harassed, or retaliated against because of my:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Gender/Sex   | <input type="checkbox"/> Pregnancy   | <input type="checkbox"/> National Origin/Ancestry |
| <input type="checkbox"/> Race/Color   | <input type="checkbox"/> Age   | <input type="checkbox"/> Veteran/Military Status  |
| <input type="checkbox"/> Domestic Violence Victim status  | <input type="checkbox"/> Gender Identity                                       | <input type="checkbox"/> Sexual orientation       |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Sexual Violence/Assault                               | <input type="checkbox"/> Opposed discrimination   |
| <input type="checkbox"/> Retaliation  | <input type="checkbox"/> Creed/Religious Belief - What is your religion? _____ |   |
| <input type="checkbox"/> Marital Status/Familial Status - What is your marital/familial status? _____ |  |   |
| <input type="checkbox"/> Disability – Please share the type of disability: _____                      |  |   |

If you do not have a disability, but you believe that the person acted because s/he perceives you as a person with a disability, please explain: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

*\*Note: if you do not believe the reason was discrimination, please inform the Civil Rights Compliance Officer.*

**5. What was done to you that you feel was unfair? (check all that apply):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Denied fair grade                                 | <input type="checkbox"/> Denied access to program           | <input type="checkbox"/> Denied accommodation      |
| <input type="checkbox"/> Denied equal pay                                  | <input type="checkbox"/> Denied equal treatment             | <input type="checkbox"/> Failed to hire            |
| <input type="checkbox"/> Denied training                                   | <input type="checkbox"/> Denied Promotion                   | <input type="checkbox"/> Terminated you            |
| <input type="checkbox"/> Demoted   | <input type="checkbox"/> Forced your retirement/resignation | <input type="checkbox"/> Denied access to activity |
| <input type="checkbox"/> Subjected you to a hostile environment/harassment |   |  |
| <input type="checkbox"/> Other (please specify): _____                     |   |  |

6. Original (first) date of conduct complained of (on or about): \_\_\_\_\_

7. Most recent date of conduct: \_\_\_\_\_

8. Is the alleged conduct continuing? (check one):  Yes  No

9. Did you ask for an accommodation for a disability?  Yes  No If yes, to whom? \_\_\_\_\_

What was the accommodation sought? \_\_\_\_\_

10. If you were refused a job, promotion, transfer, etc., please tell us the following:

Title of job sought: \_\_\_\_\_

Did you apply?  Yes  No When did you submit your application? \_\_\_\_\_

To your knowledge, who got the job? \_\_\_\_\_

**11. Complaint Statement**

Describe everything that happened to you that you feel was discriminatory, retaliation, or harassing. List each event and action and be as specific as possible regarding who, what, when and where. List the date(s) names and titles of everyone involved. Use as many additional pages as necessary. If you have relevant documents, please attach and submit them.

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12. Did you complain or report this to anyone else?  Yes  No If so, to whom? \_\_\_\_\_

When did you complain? \_\_\_\_\_

What was the outcome? \_\_\_\_\_

13. Are there any documents that support your claim?  Yes  No If so, please attach and submit them.

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14. Was anyone else treated the same way that you were?  Yes  No. If yes, please provide their contact information:

Name	Job title or student	Telephone Number

15. Did anyone witness the treatment that you were subjected to?  Yes  No. If yes, please provide their contact information:

Name	Job title or student	Telephone number	What did they witness

16. For employees - Have you tried to solve your situation through the grievance process with your union, or filed a complaint under any other College policy?

Yes  No When did you file a grievance? \_\_\_\_\_

For students – Have you filed a grade grievance or other complaint with Academic or Student Affairs?

Yes  No When did you file a grievance? \_\_\_\_\_

17. Have you filed a complaint with any other agency, court or department regarding this matter?  Yes  No

If so, where? \_\_\_\_\_ On what date? \_\_\_\_\_

18. Have you made a report with College Public Safety?  Yes  No On what date? \_\_\_\_\_

19. Have you filed a criminal complaint with the Police?  Yes  No On what date? \_\_\_\_\_

20. What have you lost as a result of what happened to you? (salary, benefits, academic standing, etc.)

21. What remedy, outcome, or resolution are you looking for? Describe what it would take to resolve the issue(s)

I affirm that I have read the above allegation(s) and that the information I have provided above is correct and complete to the best of my knowledge and belief. As per the College's complaint procedures the investigator and the complainant shall agree to keep all information gathered relative to the allegations of discrimination in confidence to the extent practicable or allowable by law.

I have been advised that it is a violation of State and Federal statutes to retaliate against an individual because they have filed a discrimination complaint. If I am subjected to any adverse action that I feel may be retaliatory, I will promptly report such to the Civil Right Compliance Officer(s).

I have been further advised that the filing of an internal complaint with the College is not a waiver of my right to file a formal complaint of unlawful discrimination with the New York State Division of Human Rights (NYSDHR), The Equal Employment Opportunity Commission (EEOC); the US Department of Education Office for Civil Rights (OCR), the Federal courts or the State courts. Please see Appendix B for contact information.

In addition, I am advised that the filing of an internal complaint does not stop the statute of limitations for filing external complaints with the EEOC, the New York State Division of Human Rights, litigation or any other agency hearing such complaints. I am aware that should I choose to file a verified complaint with an outside agency, such a complaint must be filed with the EEOC within 180 days of the alleged incident; with the New York State Division of Human Rights within 365 days of the alleged incident; and with the US Department of Education Office for Civil Rights (OCR) within 180 days of the last act of discrimination (be advised that you may request a waiver of this timeframe from OCR.)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Your signature:

\_\_\_\_\_  
For office use only:

\_\_\_\_\_  
Received/Date stamp:

**APPENDIX A**  
**SUNY Sexual Harassment Response and Prevention Policy Statement**

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY. The University has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the University, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the University's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
  - Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
  - Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.
  - Physical acts of a sexual nature, such as:
    - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body.
    - Rape, sexual battery, molestation or attempts to commit these assaults.
  - Unwanted sexual advances or propositions, such as:
    - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
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- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the University's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

SUNY campuses and System Administration shall take the necessary steps to ensure that this Sexual Harassment Response and Prevention Policy Statement is distributed, implemented, and enforced in accordance with their respective policies.



**APPENDIX B**  
**RELATED POLICIES, REFERENCES, AND CONTACTS**

**Policies and Documents:**

- [Equal Opportunity and Anti-Discrimination Policy](#)
- [Anti-Bullying Policy](#)
- [Definition of Affirmative Consent](#)
- [Options for Confidentially Disclosing Sexual Violence](#)
- [Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases](#)
- [Sexual Violence Response Policy](#)
- [Whistleblower Policy](#)
- [Workplace Violence Prevention Policy](#)
- [Annual Security Report](#)
- [Anti-Discrimination Grievance Procedure for employees](#)
- [Code of Professional Ethics](#)
- [College Disciplinary Process vs. Criminal Justice Process](#)
- [Faculty Resource Handbook](#)
- [Sexual Harassment and Sexual Violence Complaint and Grievance Procedure for employees](#)
- [Student's Bill of Rights](#)
- [Student Code of Conduct](#)
- [Student Handbook](#)
- [Non-Discrimination Notice](#)
- [Notice under the Americans with Disabilities Act \(ADA\)](#)

**References:**

- Age Discrimination Act of 1975, 42 U.S.C. § 6101 *et seq.*
  - Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.*
  - Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*
  - Title VI, Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.* (nondiscrimination based on race, color, and national origin in federally assisted programs)
  - Title VII, Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.* (nondiscrimination based on race, color, and national origin in employment)
  - Title IX, Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (nondiscrimination based on sex in education programs and activities)
  - Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (nondiscrimination based on disability)
  - Genetic Information Nondiscrimination Act of 2008, Pub. L. 110-233
  - NYS Executive Law Article 15 (New York State Human Rights Law)
  - NYS Education Law § 313 (nondiscrimination in educational programs)
  - NYS Education Law Article 129-A (regulation of conduct on college campuses and college property)
  - NYS Education Law Article 129-B (college implementation of sexual assault, dating violence, domestic violence, and stalking prevention and response policies and procedures)
  - Pregnancy Discrimination Act of 1978 (amending the Americans with Disabilities Act)
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- Equal Pay Act of 1963, Pub. L. 88-38 (codified at 29 U.S.C. § 206(d))

**Contacts for Making a Complaint:**

- Contact Public Safety at any time by calling (631) 451-4242 or 311 from any College phone.
- In case of an emergency, call 911 to contact local law enforcement.

**Civil Rights Compliance Officers (complaints against employees and third parties):**

Christina Vargas Chief Diversity Officer/Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 <a href="mailto:vargasc@sunysuffolk.edu">vargasc@sunysuffolk.edu</a> (631) 451-4950	Dionne Walker-Belgrave Affirmative Action Officer/Deputy Title IX Coordinator Ammerman Campus, NFL Bldg., Suite 230 533 College Road, Selden, New York 11784 <a href="mailto:walkerd@sunysuffolk.edu">walkerd@sunysuffolk.edu</a> (631)-451-4051
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**Associate Deans/Deputy Title IX Coordinators (complaints against students):**

<b>Eastern Campus and Culinary Arts &amp; Hospitality Center</b>  Mary Reese Campus Associate Dean of Student Services Deputy Title IX Coordinator Peconic Building, Room 228E Riverhead, NY 11901 <a href="mailto:reesem@sunysuffolk.edu">reesem@sunysuffolk.edu</a> (631) 548-2515	<b>Michael J. Grant Campus</b>  Dr. Meryl S. Rogers Campus Associate Dean of Student Services Deputy Title IX Coordinator Caumsett Hall room 106 Brentwood, NY 11717 <a href="mailto:rogersm@sunysuffolk.edu">rogersm@sunysuffolk.edu</a> (631) 851-6521	<b>Ammerman Campus and Sayville Center</b>  Charles S. Bartolotta Campus Associate Dean of Student Services Deputy Title IX Coordinator Ammerman Building Room 200C Selden, NY 11784 <a href="mailto:bartolc@sunysuffolk.edu">bartolc@sunysuffolk.edu</a> (631) 451-4790
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**For students:** [Options for Confidentially Disclosing Sexual Violence](#) - these on-campus privileged and confidential resources will not report crimes to law enforcement or College officials without your permission, except for extreme circumstances, such as a health and/or safety emergency:

<b>Mental Health Services</b> Ammerman Campus (631) 451-4069 Eastern Campus (631) 548-2650 Michael J. Grant Campus (631)-851-6351	<b>Student Health Services</b> Ammerman Campus (631) 451-4047 Eastern Campus (631) 548-2510 Michael J. Grant Campus (631) 851-6709
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- State Police 24-hour hotline to report sexual assault on a New York college campus: 1-844-845-7269
- For state-wide resources available at every SUNY campus including resources for SUNY students travelling abroad or studying overseas, see SUNY’s [Sexual Assault & Violence Response \(SAVR\) Resources](#).



**External Resources:**

<b>Employment</b>	<b>Admissions &amp; Education Programs and Activities</b>
<p><b>New York State Division of Human Rights Long Island (Suffolk) Office</b> New York State Office Building 250 Veterans Memorial Highway Suite 2B-49 Hauppauge, New York 11788 Tel: (631) 952-6434 TDD: (718) 741-8300 Email: <a href="mailto:InfoLongIsland@hdr.ny.gov">InfoLongIsland@hdr.ny.gov</a> Also see the <a href="#">Division of Human Rights website</a></p> <p><b>U.S. Equal Employment Opportunity Commission New York District Office</b> 33 Whitehall Street, 5th Floor New York, New York 10004 Tel: (800) 669-4000 Fax: (212) 336-3790 TTY: (800) 669-6820 ASL Video Phone: (844) 234-5122 Also see the <a href="#">EEOC website</a>.</p>	<p><b>Office for Civil Rights – New York U.S. Department of Education</b> 32 Old Slip, 26th Floor New York, New York 10005 Tel: (646) 428-3800 Fax: (646) 428-3843 TDD: (877) 521-2172 Email: <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a> Also see the <a href="#">Office for Civil Rights website</a>.</p>