**Bullying Complaint Form**

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| Name |   |
| Date |   |
| Department |   |
| Supervisor |   |

Bullying may be reported informally without filling out this form. If an informal resolution is not reached and the impacted party wishes to pursue the matter, they must submit a written complaint to their immediate supervisor (or, if the supervisor is involved, then to the next level supervisor) using this form. Do not include any incidents that occurred more than five years ago.

In order for a formal procedure to occur via the Bullying Policy, bullying must be reported within 180 calendar days of the most recent bullying incident. However, a supervisor is always free to conduct an informal review of any complaint that they receive, regardless of the timeline.

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| Description of Bullying Incident/Action(s) including harm caused. Please attach additional sheets if necessary |

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| I Request that the following action be taken: (See below) |

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I agree that the above information is accurate and true to the best of my knowledge.

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

Examples of possible relief from bullying behavior:

• The bullying behavior stops upon request.

• Supervisory review and intervention that addresses the bullying behavior.

• Mediation between the parties (if both parties are amenable), by the supervisor or by the Office of the Ombuds.

• Access to counselors through the Employee Assistance Program for employees who may be subject to bullying and alleged bullies.

• Increased communication and understanding between all parties.

• Intervention by police in the event of violence.

Possible ramifications for substantiated bullying:

• Any person covered by this policy who engages in workplace bullying is subject to disciplinary action up to and including termination or dismissal from the University, in accordance with applicable policies and procedures (including, for tenured faculty, those contained within section E.15 of the Academic and Administrative Professional Manual; and for all other employees, as set for in the Human Resources Manual).

• Student employees who are in violation of this policy are also subject to the procedures detailed in the CSU Student Conduct Code.

**Compliance with the Bullying in the Workplace policy is mandatory.**