

Non-Union Employee? ☐ Yes ☐ No

Have you attempted to resolve the matter by discussing it with your Supervisor/ ☐ Yes ☐ No

Manager? If "yes", what is the status of the matter?

Have you filed a report or complaint with your union? ☐ Yes ☐ No Union Name: _____

If "yes", what is the status? _____

Have you ever filed with an external agency? ☐ Yes ☐ No If "yes", name of agency? _____

READ BEFORE SIGNING: This complaint will be processed pursuant to RTA's Internal Complaint Process (HC38) policy. Any employee who intentionally files a false discrimination complaint or makes false statements during the investigation will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. The complainant's cooperation is required. Retaliation is prohibited.

Signature of Employee (Complainant)

Date