

## Employee Procedures for filing a grievance or complaint related to AA/EEO, Civil Rights, or Sexual Harassment

OSU Extension takes complaints related to Affirmative Action, Equal Employment Opportunity, Civil Rights, and Sexual Harassment very seriously. We want to ensure that all work environments are free from discrimination and promote respect and appreciation of differences. The following are recommended steps to take when there is a complaint or concern from OSU Extension employees.

<http://go.osu.edu/nondiscriminationpolicy>

### Level 1

- Inform your immediate supervisor as soon as possible. Make sure your concern is clearly documented. If it is related to Sexual Harassment, contact OSU Human Resources at (614) 292-2800.
- If it is not possible to discuss the issue/s with your supervisor or if the complaint is against the supervisor, you may contact your County Extension Director. If there is not satisfactory progress made move to the next level.

### Level 2

- If you do not feel the issue/complaint has been adequately addressed by your immediate supervisor contact the Regional Director. If he or she cannot resolve the complaint then the complaint should be taken to the next level.
- You can also contact the HR Generalist assigned to Extension (614) 292-1500.

### Level 3

- Contact the, Department Chair, Extension. (614) 292-4064.

### Level 4

- If the complaint is still not resolved then OSU Extension's Human Resources consultant can be contacted at (614) 292-2800.

### Level 5

- Contact the Ohio Civil Rights Commission- toll free number 1-888-278-7101. Each regional office has a TTY number available from the web site <http://www.state.oh.us/crc/>
- Federal Equal Employment Opportunity Commission-Phone: 1-800-669-4000 TTY: 1-800-669-6820. Web site: <http://www.eeoc.gov/>

\*\*Please note that these are just recommended steps that may be taken. Any of the people or agencies can be contacted at any time.