

## Client procedures for filing a complaint related to AA/EEO, Civil Rights or Sexual Harassment

OSU Extension and The Ohio State University take complaints related to affirmative action, equal employment opportunity, civil rights, and sexual harassment very seriously. We want to ensure an environment that is free from discrimination that promotes respect and appreciation of differences. The following are steps individuals may take when there is a complaint or concern about OSU Extension employees or programs. If the complaint relates to allegations of discrimination or sexual harassment, Ohio State will investigate in accordance with university policy. <http://go.osu.edu/nondiscriminationpolicy>

### Level 1

- Inform the coordinator of the program whenever possible. Make sure to document clearly the concern.
- If it is not possible to discuss the issue/s with the program coordinator, request to speak to a supervisor. If the result is not satisfactory, consider the next level.

### Level 2

- If you do not feel the issue/complaint has been adequately addressed, the area leader should be contacted. An area map can be found [online](#); and a list of OSU Extension area leaders and other administrators is also available [online](#). If the complaint is not resolved in a satisfactory manner, then the complaint should be taken to the next level.

### Level 3

- Contact Ken Martin, department chair and associate director, Extension (614-292-8793; or [martin.1540@osu.edu](mailto:martin.1540@osu.edu)). If the result is not satisfactory, consider the next level.

### Level 4

- Contact Roger Rennekamp, associate dean of CFAES and director, OSU Extension (614-292-1842; or [rennekamp.3@osu.edu](mailto:rennekamp.3@osu.edu)).

### Level 5

- Contact the Ohio Civil Rights Commission. Toll-free number: 888-278-7101
- Contact the USDA Civil Rights Division by writing or calling USDA, director, Center for Civil Rights Enforcement, 1400 Independence Avenue SW, Washington, DC 20250-9410; or call 866-632-9992.
- Federal Equal Employment Opportunity Commission: 1-800-669-4000; TTY: 1-800-669-6820; <http://www.eeoc.gov>

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

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