

## 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 Ohio State 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, contact your area leader (or the supervisor of your supervisor). If there is not satisfactory progress made, the complaint should be taken to the next level.

### Level 2

- If you do not feel the issue/complaint has been adequately addressed by your immediate supervisor or area leader, contact the director of OSU Extension Operations. If he or she cannot resolve the complaint, it should be taken to the next level.
- You can also contact the HR generalist assigned to OSU Extension (614-292-1500).

### 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

- If the complaint is still not resolved, contact OSU Extension's Human Resources consultant (614-292-2800).

### Level 5

- Contact the Ohio Civil Rights Commission. Toll-free number: 888-278-7101
- 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.

*(updated May 2019)*

