



Equal Opportunity (EO) Complaint Information Form

1. Complainant Information

Name _____

Address _____

Phone number _____

2. Respondent Information

Provide the name, address and phone number of the agency involved

3. What is the most convenient time and place for us to contact you about this complaint?

4. To your best recollection on what date(s) did the discrimination take place?

Date of first occurrence _____

Date of most recent occurrence _____

5. Have you ever attempted to resolve this complaint

Yes _____ No _____

If yes, have you been provided with a final decision regarding your complaint?

Yes _____ No _____

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also, attach any written material pertaining to your case. (Use additional pages if necessary)

7. Why do you believe these events occurred?

8. What other information do you think is relevant to our investigation?

9. If this complaint is resolved to your satisfaction, what remedies do you seek?

10. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint:

Name _____

Signature _____

Date _____

To file a complaint, you may use this EO Complaint Information Form, or send the information listed on this form in writing either to the BCWDB or CRC. To file the complaint with BCWDB, send it to Steven Golas, EO Officer at P.O. Box 1117, Warsaw, VA 22572 or via email to sgolas@baywib.org or telephone 804-333-4048. To file a complaint with the State EO Officer, send it to Shirely Bray-Sedge, at the Department of Workforce Development and Advancement - Virginia Works, 2221 Edward Holland Drive, Richmond, VA 23230 or by email to shirley.bray-sledge@viriniaworks.gov or Virginia Relay 711. To file a complaint with the CRC, send it to the Director of the Civil Rights Center, U.S Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210. You may obtain a CRC complaint form electronically through the CRC's website at <https://www.dol.gov/agencies/oasam/civil-rights-center/how-to-file-complaint>