



EQUAL OPPORTUNITY REPORT FORM

USF Employees, including USF student employees, should use this form to report protected class-based workplace discrimination, harassment, or retaliation based on protected class reporting. A “protected class” is a group of people who are protected from workplace discrimination or harassment. Protected classes are defined by federal law.

USF Employees serving in a supervisory role must use this form to report protected class-based workplace discrimination or harassment they observe or have made known to them.

Unsure whether this is an equal opportunity matter, please contact us at 813-974-3906, or eo-adacompliance@usf.edu.

NOTE: Sex-based discrimination should be reported to Title IX-VAWA Compliance, rather than Equal Opportunity Compliance. Sex-based discrimination includes discrimination based on sex of employees and students of educational institutions that receive federal financial assistance. Please report sex-based discrimination using their form: [Title IX Incident form](#). For more information about Title IX, consult their website: [Title IX-VAWA Compliance](#).

Contact Information:

1. Name: _____
Department: _____
USF Email: _____
2. Name of the discriminating or harassing person(s).
Name: _____
Position Title: _____
Department: _____
3. State the date of the most recent discriminatory, harassing, or retaliatory incident which took place: _____
4. Provide the name(s) of individuals with direct knowledge of the most recent discriminatory, harassing, or retaliatory incident.

Name:	Contact Info:

5. BASIS OF COMPLAINT:

- | | |
|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Color | <input type="checkbox"/> Race and Ethnicity |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Gender Identity and Expression | <input type="checkbox"/> Sex (gender) |
| <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Veterans' Status |

6. TYPE OF COMPLAINT:

- ☐ Verbal Abuse or Harassment ☐ Hiring Issue ☐ Layoff
☐ Reclassification ☐ Co-worker Issue ☐ Advisor/Professor Issue
☐ Classroom Environment ☐ Promotion/Tenure ☐ Working Conditions
☐ Physical Abuse or Harassment ☐ Termination ☐ Other

7. Describe the facts and circumstances surrounding the alleged discriminatory activity, including relevant dates and as much detail as you can. Attach additional sheets if needed.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

8. Please describe the remedy or outcome you are seeking to resolve in this complaint:

Helpful Guidance:

- 1) Include the date, location, individuals involved (if known) and any other information reported to you or observed by you that relates to incidents you are reporting.
- 2) Include the date, time, and individuals that you may have contacted, alerted, or otherwise involved in the incident as you worked to address it; and
- 3) Note any actions that have been taken by the university or anyone else to address the incident.

Signature of Person Completing This Form

Date

Forward this form to EO-ADA Compliance using the following email address:
EO-ADACompliance@usf.edu.

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The University of South Florida affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules, and regulations. The university will not discriminate on the basis of protected class: age, color, disability, gender identity and expression, genetic information, marital status, national origin, race and ethnicity, religion, sex (gender), sexual orientation, or veterans' status in its employment practices or in the admission and treatment of students.

Discrimination based on protected class violates USF policy. The university has zero tolerance for such conduct.

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