



### COMPLAINT FILING PROCEDURES

1. For a **DISCRIMINATION** complaint, complete a Discrimination Complaint Form. The complaint must be based on one or more of the following bases, **age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex/gender (pregnancy and sexual harassment), or sexual orientation**.
2. Review, sign, and date the Acknowledgement Form, which advises a Complainant of his/her right to file a complaint with an external commission, such as the Maryland Commission on Civil Rights (MCCR), the Equal Employment Opportunity Commission (EEOC), and the U.S. Department of Education, Office of Civil Rights.
3. Complaints of discrimination **can** also be filed with the Maryland Commission on Civil Rights (MCCR), the U.S. Equal Employment Opportunity Commission (EEOC), and the U.S. Department of Education, Office on Civil Rights.
  - a. The State commission, **MCCR**, accepts employment discrimination complaints based on **age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief, or opinion, sex (pregnancy and sexual harassment), sexual orientation, and retaliation**.
  - b. The Federal commission, **EEOC**, accepts employment discrimination complaints based on **race/color, age, sex, including pregnancy and sexual harassment, religion, national origin, disability, equal compensation, genetic information, and retaliation**.
  - c. The U.S. Department of Education, Office on Civil Rights, accepts discrimination complaints based on **race, color, national origin, sex, disability, and age**.
  - d. An individual may file a complaint with the BSU Office of Equal Employment Opportunity Programs, MCCR, EEOC, and the U.S. Department of Education, Office on Civil Rights, simultaneously.

e. **Creation of a Hostile Work Environment Guidelines**

- a) Does the hostile behavior happen on a frequent basis?
  - b) Is the hostile behavior severe?
  - c) Is the hostile behavior physically threatening or humiliating?
  - d) Does the hostile conduct reasonably interfere with your ability to perform your job duties, or affect a term, condition or privilege of employment?
  - e) Do you believe there is a relationship between the hostile behavior and your membership in a protected class? (*A protected class member is one protected by race, gender, age, disability- mental or physical, marital status, religion, sexual orientation.*)
  - f) Did your supervisor know or should have known about the hostile behavior?
4. Complete all forms in their entirety. Be sure to include specifics, such as, dates, times, locations, details of the actual event, witnesses and documentation. Include additional pages as needed.
  5. To qualify for appeal rights with the Department of Budget and Management, the complaint must be filed with BSU's Office of Equal Employment Opportunity Programs within 30 days from the time the alleged act of discrimination took place or 30 days from the time the Complainant had knowledge of the alleged act.
  6. All complaints must contain the following:
    - a. The full name, address and telephone number of the Complainant;
    - b. The full name and address of the Department and if possible, the full name and work address of the person(s) against whom the complaint is made (Respondent);
    - c. A clear and concise statement of the facts constituting the alleged act(s), including when the alleged behavior took place; (include a statement of how **age, ancestry, color, creed, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, sexual orientation, or retaliation** is believed to be the basis for the alleged discrimination);
    - d. The Complainant's signature and the date the complaint was filed.

If you have additional questions related to filing a complaint, please contact Alanna W. Dennis, Esq., Bowie State University's Equity Compliance Officer, at 301.860.3442 or [adennis@bowiestate.edu](mailto:adennis@bowiestate.edu).