

EXHIBIT

2003

Personnel & Negotiations

SEXUAL HARASSMENT OF EMPLOYEES FORMAL COMPLAINT FORM

Name and position of complainant: _____

Date of complaint: _____

Name of alleged sexual harasser: _____

Date and place of incident: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Has the incident been reported before? _____

If yes, when? To whom? _____

What was the resolution? _____

Reasons for dissatisfaction with prior resolution of informal complaint: _____

File this complaint form with the Building Principal. In the event that the alleged harasser is the Building Principal, file with the Compliance Officer.

Adoption date: July 2003