



WILLIAM & MARY

CHARTERED 1693

OFFICE OF COMPLIANCE & EQUITY

Discrimination, Harassment & Retaliation Report Form

This form is for employees (including faculty), students, and other third parties to report acts of discrimination, harassment or retaliation by an employee of the William & Mary community, including a vendor, contractor, volunteer or third party acting as agents for the university. This form is not to be used for complaints *against* students; alleged violations committed by a student(s) should be reported to the Dean of Students Office.

Unless otherwise constrained by law, William & Mary is committed to providing an environment for its students, employees and others present within the community that is free from discrimination based on any personal factor unrelated to qualifications or performance. Such “irrelevant personal factors” include (without limitation) race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, pregnancy status, parental status, height, weight, military service, veteran status, caretaker status, or family medical or genetic information.

Discrimination. When someone is treated differently due to irrelevant personal factors, this may be discrimination. There are several forms of discrimination:

- Disparate treatment-differing treatment in terms and conditions of employment (for example, excessive or more supervision of you than others; requiring documentation of telecommute hours or sick leave when others similarly situated are not required to provide documentation)
- Disparate Impact-employment practice that results in unintended discrimination of a protected class (for example, a department policy in facilities management that any head coverings must bear the William & Mary logo could impact certain religious practices/beliefs)
- Harassment-unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. (For example, constant belittling, public criticism, threatening adverse employment action, sexual advances, racist jokes, derogatory remarks about sexual orientation).

Retaliation. Adverse action taken against a person for engaging in protected activity, such a filing a complaint of discrimination or harassment, reporting suspected misconduct (fraud, conflict of interest, etc.), cooperating in an investigation, refusing to follow orders that would result in discrimination, resisting sexual advances, requesting a disability accommodation. Retaliation is strictly prohibited at William & Mary.

You do not need to complete this form in order to file a report; if you prefer, you may speak with a team member in the Office of Compliance & Equity. Information about resources, services and support for discrimination or harassment complaints is available on the Compliance & Equity [website](#). You do not need to provide your name on this form or you can request to remain anonymous. However, this will limit any actions that the university may take to remedy the conduct, and our ability to provide support and resources.

The Office of Compliance & Equity team conducts an initial assessment of this report. Depending on the alleged conduct and types of incidents reported, it may be referred to Human Resources for management intervention or grievance procedure. If the Compliance & Equity team determines that the report indicates discriminatory, harassing or retaliatory conduct, the report will be evaluated by the Review Team processed under the [Employee Discrimination, Harassment, and Retaliation Grievance/Complaint Procedure](#). **No investigative or other action will be taken without notification to the reporting party.**

5. Did anyone witness the incident(s)?
6. Where did the incidents occur?
7. Why do you believe you (or another individual if you are making a third party report) were treated this way – why do you believe the act was based on race, sex, age, disability, national origin, religion, or other irrelevant personal factor(s)?
8. If you are alleging retaliation, why do you believe the act(s) was motivated by you(or another individual) having made a discrimination complaint, assisting someone with a report of discrimination/harassment, or engaging in other protected activity?
9. Other information that you wish to share:
10. I would like this report: To be investigated To be used for information purposes only I am not sure

Please submit this form to equity@wm.edu.