

## **EEO Informal Complaint Intake Form Instructions**

1. SPA Employees should use this form to file a complaint if you believe that you have been subjected to unlawful discrimination, harassment, or retaliation. You must submit the complaint form directly to the Grievance Coordinator **no later than 15 calendar days** from the time of the alleged act(s) of unlawful discrimination, harassment, or retaliation. Your complaint will be deemed timely if it is received or postmarked before the expiration of the 15-day filing period.
2. The form may be submitted via the following methods:
  - **Mail this form to:** Human Resources, UNC General Administration, PO Box 2688, Chapel Hill, NC 27515
  - **Hand Deliver form to:** Human Resources, UNC General Administration, 910 Raleigh Road, Chapel Hill, NC 27514
  - **Fax this form to:** 919-843-2318
3. Upon receiving your completed EEO Informal Inquiry Intake Complaint Form, the Grievance Coordinator will review the complaint and inform the Vice President for Human Resources and EEO Officer and confirm in writing that the complaint was received and whether the allegations will be investigated. The Vice President for Human Resources and EEO Officer will assign the necessary individuals to conduct the investigation. If a determination of No Reasonable Cause is issued and the allegation contains a grievable issue pursuant to the SPA Employee Grievance Policy, you may be able to file a formal grievance within 15 calendar days of receiving the written response from the Vice President for Human Resources and EEO Officer.
4. It is important that you fully answer all questions and explain your allegations as thoroughly and clearly as possible. When necessary, the Grievance Coordinator may contact the complainant for clarification of the allegations. Providing insufficient information may lead to a finding of No Reasonable Cause.
5. When describing the allegations and identifying witnesses, use additional pages as needed. Indicate witnesses who have direct knowledge regarding the alleged discrimination, harassment or retaliation and explain exactly what they have witnessed. The investigator(s) will exercise independent judgment in determining which identified witnesses have relevant information and who should be interviewed.
6. For complete details regarding the EEO complaint process, see Section VI of the [SPA Grievance Policy](#). If you have any questions regarding the EEO complaint process or forms, please contact the Grievance Coordinator at 919-445-0491.