Arizona Department of Environmental Quality
EMPLOYEE COMPLAINT FORM

Employee Instructions: Please provide all information and retain a copy for your records. TYPE or PRINT LEGIBLY. Information concerning the complaint process is provided on the next page. Complaints SHALL be submitted to the ADEQ Ombudsman/Complaint Coordinator, 1110 W. Washington St., Phoenix, AZ 85007

FOR OFFICE USE ONLY **Complaint Tracking Number**

Name		Division	
EIN		Work Phone	
Job Title		Supervisor's Name	

Complaint of Alleged Discrimination based on (check appropriate box(es):

- ☐ Race
- ☐ Color
- ☐ Sex
- ☐ Age
- ☐ Religion
- ☐ Pregnancy
- ☐ Disability
- ☐ Genetic Information
- ☐ National Origin
- ☐ Retaliation for Prior Civil Rights Activity
- ☐ Other (Specify) _____

Type of Action (check appropriate box(es):

- ☐ Demotion
- ☐ Discharge/Termination
- ☐ Reasonable Accommodation
- ☐ Failure to Hire
- ☐ Forced Resignation
- ☐ Sexual Harassment
- ☐ Non-Promotion
- ☐ Reduction-in-Force (RIF)
- ☐ Non-Sexual Harassment
- ☐ Discipline
- ☐ Equal Pay
- ☐ Other (Specify) _____

Date(s) of Occurrence: _____

Please describe the incident that occurred in detail. Include all relevant information including name(s) of individual(s) involved, witness(es), state or federal law allegedly violated, etc. Use additional sheets to explain the issue(s), if necessary.

What resolution are you seeking?

Employee Signature		Date	

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Responsibilities

The Arizona Department of Environmental Quality is committed to the prohibition against unlawful discrimination, harassment and retaliation in the workplace. It is the responsibility of ADEQ employees to promptly bring any allegation of unlawful discrimination, harassment or retaliation to the attention of the Department. Any complaint alleging unlawful discrimination, harassment or retaliation must be submitted in accordance with the procedure described in the Employee Complaint Process Policy.

Initiating the Complaint

To initiate the complaint process, the Employee Complaint form must be completed and submitted to the ADEQ Ombudsman/Complaint Coordinator as soon as possible after the occurrence of the act or condition complained of, and not later than 180 calendar days after the action giving rise to the complaint. The complaint shall include a description of the incident(s), list of individual(s) and witness(es) involved, date(s) the discrimination, harassment or relation occurred (if known), the resolution sought, and the state or federal law alleged to have been violated. The ADEQ Complaint Coordinator can be reached 602-771-4791 or 1110 W. Washington St., Phoenix, AZ 85007. The review or investigation of the complaint shall be completed within 60 business days of receipt of the written complaint. The Director or designee shall review the findings and recommendations and issue a decision in writing to the complainant. An employee who does not initiate the complaint within the 180 calendar day period waives the right to file that complaint.

Elevating the Complaint

If the complainant is not satisfied with the Director's decision on a complaint alleging unlawful discrimination, harassment or retaliation, he/she may resubmit the complaint to the Director within 5 business days after receipt of the Director's decision. The Director will appoint an individual who is not an employee of the Department and who serves in a position that is assigned to manage an agency's employee relations or investigations work unit to investigate the resubmitted complaint. The investigator shall conduct an investigation and furnish a copy of the findings and final decision to the Director and the complainant, within 20 business days following receipt of the complaint by the investigator. This is the final step in the agency complaint process.

Submit