

Respect@ UVA

Report Form

If you wish to report an incident anonymously, you may do so without revealing your identity. Please note that anonymous reports may limit the University's ability to respond effectively. Consistent with University policy, *Responsible Employees may not report anonymously*.

*NOTE: Student complaint submissions may be shared with and handled by the appropriate student resources, including CASS, PACE, SDAC, or to appropriate stakeholders' offices including the Office of EOCR and the Provost's Office.

Email the completed form to respect@virginia.edu or send by mail to: P.O. Box 400127, Charlottesville VA 22904, Attention: Employee Relations

Please indicate your affiliation with UVA:

- Staff Employee
- Faculty
- Student
- Other/Not affiliated

Use the space below to briefly summarize the general nature of the concern or complaint. You will be asked to provide more detail later.

COMPLAINANT:

"Complainant" means the person who files the report and/or is impacted by the alleged conduct/behavior. If there are additional Complainants, each should submit their own account of the concern or complaint on their own form.

Are you the complainant (i.e., is this your first-hand experience)?

- Yes
- No (If known, enter the Complainant's name in the space below.)

COMPLAINANT's relationship with UVA:

- Staff Employee
- Faculty
- Former Staff or Faculty
- Student
- Alumni
- Parent
- Other/Not affiliated
- Unknown

List any information we should know about the Complainant in the space below.

If you cannot or prefer not to identify the Complainant, please check one of the following.

- I cannot identify the Complainant
- I would prefer not to identify the Complainant

RESPONDENT

"Respondent" means the employee or student who did the alleged conduct or behavior reported by the Complainant. If there are additional Respondents, you may add additional documents by email or snail-mail.

If known, enter the Respondent's name(s) in the space below.

RESPONDENT's relationship with you and UVA:

- Your Direct Supervisor/Manager
- An employee within your department
- An employee outside your department
- Leadership (not direct supervision)
- Subordinate
- Vendor/Visitor
- Other/Not affiliated
- Unknown

If it's a UVA employee, where does the Respondent work?

- University Academic Division
- UVA Health

If it's a vendor or contracted employee, who does the Respondent work for?

- Aramark Dining
- Millenium Security
- RMC Event Services
- Unknown
- Other: (list here)

List any other information we should know about the Respondent in the space below.

If you cannot or prefer not to identify the Respondent, please check one of the following.

- I cannot identify the Respondent
- I would prefer not to identify the Respondent

PERSON(S) WITH INFORMATION

"Person with information" means an employee, student, or third party who is not the primary complainant or respondent and either witnessed the incident or has direct relevant information.

List all available names and contact information (email and/or phone number) for each person with information in the space(s) below.

Name:

Email:

Phone:

Name:

Email:

Phone:

Name:

Email:

Phone:

DATE OF INCIDENT

Do you know the date or date-range of the reported incident, conduct or behavior?

- No.
- Yes. (list the DATE in the space below)

- Multiple or ongoing dates. (list the RANGE OF DATES in the space below)

List anything else we should know about the DATE and TIME of the incident in the space below.

INCIDENT LOCATION

Did the incident/conduct/behavior occur in the following places? Check all that apply.

- On University Grounds
- Off Grounds

Describe the INCIDENT LOCATION in the space below, including the name of the building or nearest landmark.

The Incident: Details of What Happened

Provide a description of the incident/conduct/behavior you are reporting in the space below. Use specific, concise, descriptive language (who, what, where, when, and how). If you need more space, you may attach additional page(s) to this form or to an email, and include any relevant supporting documentation you may have (i.e., screenshots, documents, emails, photos, text messages, audio or video content, and/or other evidence related to this report). **Please also indicate your desired outcome.*