A-0331 ACA-EA

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| **SEXUAL  HARASSMENT** |  |
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|  | COMPLAINT FORM (To be filed with the compliance officer as provided in ACA-R) |  |
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|  | Specify your complaint by stating the problem as you see it.  Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem.  Be sure to note relevant dates, times, and places. |  |
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|  | If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s). |  |
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|  | Indicate what you think can and should be done to solve the problem.  Be as specific as possible. |  |
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|  | *The compliance officer, as designated in ACA-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.* |  |