



COMPLAINT INTAKE

Name: _____ Date: _____ Reason For Complaint: _____

TERO Official Complaint Documentary Evidence List

You can present documentary evidence that you would like the TERO Compliance Office to consider, no later than five (5) business days after submitting your official complaint. You must explain how this evidence strengthens your TERO Code Violation complaint. Any emails, documents, witness statements, etc. that support your complaint need to be itemized below.

TERO will not accept your official complaint without following the steps outlined in 9.05.440 Complaint. Please include any emails, submissions, etc. in evidence below that has been sent to any Contractor/Agency prior to your official complaint.

9.05.450 TERO jurisdiction determination.

Upon receipt of a complaint, TERO shall conduct a preliminary review to determine if TERO has jurisdiction over the complaint. TERO will determine jurisdiction based off of the documents provided. Please be thorough in your documentation and show how the documents are relevant to your TERO Code Complaint. It is your responsibility to have the burden of proof by the amount of evidence presented that there was a TERO Code Violation.

The TERO Department will only consider the documentary evidence that you present in compliance with the procedure outlined below when rendering a decision.

1. Make copies of the documentary evidence that you want the TERO Department to consider.
2. List your documentary evidence below on this form or on another page in a similar format, and for each document, explain how it relates to your case.
3. If there are any documents that you want the TERO Compliance Officer to consider but that you were unable to obtain in time to submit with your TERO compliant form, list them and explain why you could not obtain each document in time to submit with your compliant.
4. File this list and the copies of your evidence with the Tulalip TERO Department, along with your complaint and your list of requested witnesses, if any.



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Documentary Evidence List

No.	Description/Title of Document	Relevance of Document
T 1		
T 2		
T 3		
T 4		
T 5		
T 6		
T 7		
T 8		
T 9		
T 10		
T 11		

Requested Evidence List

No.	Description/Title of Document and Explanation of Relevance	I Could Not Obtain This Document Because:	Steps Taken to Obtain the Document
1.			
2.			
3.			

Signature

Date

Print Name



COMPLAINT INTAKE

Please provide the name of a person we can contact if we are unable to reach you:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Other Phone: (_____) _____

What is the reason (basis) for your claim? LIST THE TERO CODE VIOLATION

☐ TERO Code Violation ☐ Department/Agency (in which this complaint regards)

(Explain): *Please attach any/all documents pertinent to your complaint*

What happened to you that you believe you needed to file this claim? Please attach additional pages if needed.

A. Date: _____ Action: _____

Name and Title of Person(s) responsible: _____

B. Date: _____ Action: _____

Why do you believe these actions were unfair? Documentation required. Please attach additional pages if needed. Including which TERO code violations have taken place:

Are there any witnesses to the alleged incident? If yes, please identify them below and tell us what they will say (attach additional pages if needed to complete your response)

Full Name Job Title Address & Phone Number What can this person tell us on regards to this claim

A. _____



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Have you filed a charge previously on this matter with any other Agency? [] Yes [] No

If yes please, provide the name of the Agency and the date:

What remedy would you like to occur?

Please check one of the boxes below to tell us what you would like us to do with the information you are providing on this questionnaire. If you would like to file a charge of discrimination, TERO code violation, employment violation, you must do so either within 14 days from the day of the incident. **If you do not file a charge within the time limits, you will forfeit the option to file a claim.**

Box 1 [] I want to talk to a TERO employee before deciding whether to file a charge. I understand that by checking this box, I have not filed a charge with TERO. **I also understand that I could lose the opportunity to file with TERO if I do not file a charge in time.** *PRELIMINARY REVIEW*

Box 2 [] I want to file a complaint, and I authorize TERO to look into the charges I described above. I understand that **TERO must give the employer or agency that I accuse information about the charge, including my name.** I also understand that the TERO can only accept charges of TERO code violations and job discrimination based on race, color, religion, sex, national origin, disability, age, genetic information, or retaliation for opposing discrimination. *AFTER EST. JURISDICTION*

Signature

Date

PRIVACY ACT STATEMENT; this form is covered by the privacy act of 1974: Public Law 93-579. Authority for requesting personal data and the use thereof are:

TERO INVESTIGATION, 9.05.4460 The TERO staff shall have full investigation authority as deemed necessary to determine whether a violation of any provision of this code has occurred or to aid in prescribing rules, regulations, and guidelines hereunder.

PRINCIPAL PURPOSE. The purpose of this questionnaire is to solicit information about claims, determine if TERO has jurisdiction over those claims, and provide charge filing counseling, as appropriate, this questionnaire may serve as a charge if it meets the elements of a charge to HR or Compliance Department.

ROUTINE USE. TERO may disclose information from this form to other entities as appropriate or necessary to carry out the functions, or if TERO becomes aware of civil or criminal law violation. TERO may also disclose information to respondents in litigation.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL FOR NOT PROVIDING INFORMATION. Providing this information is voluntary but the failure to do so may hamper the investigation of a charge. It is not mandatory that this form be used to provide the requested information