



FORMAL COMPLAINT QUESTIONNAIRE

Texas Barber College (“TBC”) is an institution that is fully committed to providing an atmosphere free from unlawful discrimination, harassment, sexual misconduct and retaliation. If you believe that you have experienced any of these activities, please complete this Formal Complaint Questionnaire. The purpose of the Questionnaire is to understand the basis of your complaint. The information that you provide for the Questionnaire will offer support for the investigation team and will assist in the fact-finding process. Your complaint is not limited to the space on this form. Please feel free to include and attach additional information and materials. Upon completing the Questionnaire, submit it and all other relevant information to the Title IX Coordinator/Equal Opportunity Officer, Anthony Reed at 8201 S. Gessner Road, Ste. A, Houston, TX 77036; (713) 953-0262, ext. 1403; email: titleixreports@txbarber.com.

OFFICIAL USE ONLY:

DATE OF FILING:



FORMAL COMPLAINT QUESTIONNAIRE

COMPLAINANT INFORMATION

Name:

Address:

Phone:

E-Mail:

RESPONDENT INFORMATION

Name:

Department:

Phone:

INCIDENT INFORMATION

Date(s) of Incident(s):

Location(s) of Incident(s):



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State the resolution you are seeking:

State any evidence, documents, materials that you have to support your complaint:

COMPLAINANT ACKNOWLEDGEMENT:

I certify to the best of my ability and knowledge that the information provided in the Questionnaire is accurate and the events/circumstances are as I described them. I further certify that I have provided all information that is relevant to my complaint in this Questionnaire. If, at any time after signing this document, I recall relevant information that I did not include in this Questionnaire, I will immediately notify the Title IX Coordinator/EEO or another TBC representative identified to be a Responsible Employee in the TBC Sexual Misconduct and/or TBC Harassment and Discrimination policy and promptly provide a written amendment this Questionnaire.

I understand that a copy of this Questionnaire, including the attachments, may be sent to the respondent and may be shared with appropriate TBC administrators and witnesses interviewed for the purpose of the investigation.

SIGNATURE:

DATE:
