

BULLYING COMPLAINT FORM

This form is for reporting non-emergency incidents only. This Complaint form should be used only to report suspected violations of Southwestern Community College [District's Board Policy and Administrative Procedure 3437](#).

For bullying based on race, religious creed, color, national origin ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or perceived status, you must proceed under [AP 3435](#) Discrimination and Harassment Complaints and Investigations. For sexual harassment under Title IX, you must proceed under [BP 3433](#) and [AP 3434](#).

If you are unsure which procedure applies, you may contact the Human Resources: Title IX & EEO Office at swcertix@swccd.edu

Employees who, in good faith, report such activities or assist in investigations will be protected from retaliation. Top of Form

DEFINITION OF ROLES:

- **Complainant/Reporting party:** This can be the person who experienced the behavior.
- **Respondent:** The individual who engaged in the alleged behavior.
Bystander/Observer: An individual who has firsthand knowledge or observed the alleged behavior or intervened.
- **Witness:** An individual who witnessed behavior or events.

TYPES OF COMPLAINTS

- **Informal complaint** – An informal complaint is:
 - A written allegation of bullying that falls outside the timelines for a formal complaint
 - A written complaint alleging bullying filed by an individual who expressly indicates that he/she/they does not want to file a formal complaint
- **Formal Complaint** – is a written or verbal statement filed by the College District that alleges bullying in violation of the College District's Board Policy prohibiting bullying in the workplace. Formal complaints must be filed with the Title IX & EEO Office.
 - Complaint must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of the College District's Policy prohibiting bullying in the workplace; and
 - The complainant must file any formal complaint alleging bullying in the workplace within 180 days of the date of the alleged bullying conduct

Reporting Party

Anonymous reports will be investigated to the extent possible. Employees are strongly encouraged not to report anonymously because it impedes the College District's ability to thoroughly investigate the claim and take appropriate remedial measures.

- **Your full name (optional):** _____
- **Your phone number (optional):** _____
- **Your SWCCD email (optional):** _____
- **Your SWCCD ID (optional):** _____
- **Relationship to College District** (e.g., academic personnel, staff, administrator, student, vendor, other third party): _____
- **Do you wish to remain confidential** please indicate:
(The College District will keep the investigation confidential to the extent possible, but absolute confidentiality cannot be guaranteed as some information release is essential for a thorough investigation)
 - ☐ Yes
 - ☐ No

Respondent Information

If you do not know the name of the respondent, please state "unknown respondent" in the name field.

- **Name of Respondent:** _____
 - If "unknown", provide physical description of Respondent:
- **Respondent's relationship to SWCCD** (e.g., academic personnel, staff, administrator):

- **Respondent's email/phone number, if known:** _____

Type of Activity Alleged

Please check all that apply:

- | | |
|--|--|
| ☐ Verbal abuse or threats | ☐ Intimidation or humiliation |
| ☐ Sabotaging work or reputation | ☐ Exclusion or Isolation |
| ☐ Misuse of power or position | ☐ Aggressive and hostile acts |
| ☐ Humiliation (physical, verbal/written, nonverbal, or cyber) | |

- ☐ Injury (physical, verbal/written, nonverbal, or cyber)
- ☐ Intimidation (physical, verbal/written, nonverbal, or cyber)
- ☐ Control (physical, verbal/written, nonverbal, or cyber)
- ☐ Other (Please specify): _____

Incident Details

Please describe the alleged bullying in detail. Include specific facts, dates, times, locations, and any individuals involved. A single act shall not constitute abusive conduct unless especially severe and egregious.

1. Have you previously communicated to the offending person that their conduct was unwelcome or in violation of policy? *(The College District encourages staff to let the offending person know immediately and firmly that the conduct is in violation of BP 3437).*

Yes ☐ No ☐

If yes, when and how did you communicate this?

2. Date(s) and time(s) of when alleged incident(s) occurred:

3. Location(s) where alleged incident(s) occurred:

4. Describe the specific incidents you are reporting (use additional pages if needed):

5. Is the bullying ongoing?

Yes ☐ No ☐

Individuals Involved/Implicated

Please list the names and roles of all individuals believed to be involved in or implicated by the alleged bullying. If known, include their department/operating unit.

- **Name:** _____ **Role/Department:** _____

- Name: _____ Role/Department: _____
- Name: _____ Role/Department: _____
- Name: _____ Role/Department: _____
- Name: _____ Role/Department: _____

Witnesses

Please list the names and contact information of any individuals who may have witnessed the alleged activity or have relevant information.

- Name: _____ Contact Info: _____
- Name: _____ Contact Info: _____
- Name: _____ Contact Info: _____
- Name: _____ Contact Info: _____
- Name: _____ Contact Info: _____

Resolution Sought

What action or resolution are you requesting? (Required)

Not Sure/Other:

Documentation

Photos, video, email, screenshots and/or other supporting documents may be attached to this form.

Submission

- Any College District employee receiving a bullying complaint shall notify the Human Resources: Title IX & EEO Office at swcertix@swccd.edu
- Formal Complaints must be filed with the Human Resources: Title IX & EEO Office at swcertix@swccd.edu
 - If the Formal Complaint alleges bullying against the responsible College District officer (Human Resources: Title IX & EEO Office), it should be submitted directly to the **Assistant Superintendent/Vice President of Human Resources** at swcvphr@swccd.edu
- Verbal complaints will be recorded in writing by the Human Resources: Title IX & EEO Office.

Reporter's Confirmation

I confirm that the information provided in this report is accurate and complete to the best of my knowledge and belief. I understand the College District's no-retaliation policy and the importance of good-faith reporting.

Reporter's Signature: _____ **Date:** _____