EEO Informal Complaint Intake Form Instructions

1. Use this form to file a complaint if you believe that you have been subjected to unlawful discrimination, harassment or retaliation. You must submit the complaint form directly to the DHHS EEO Director **no later** than 15 calendar days from the time of the alleged act(s) of unlawful discrimination, harassment or retaliation. Your complaint will be deemed untimely and will not be reviewed by the EEO Office if it is received after the 15-day filing period.

2. The form may be submitted via mail or fax to:

   Attn: EEO Director
   DHHS Office of Equal Employment Opportunity
   2001 Mail Service Center
   Raleigh, NC 27699-2001
   Fax: (919) 715-9238
   Telephone: (919) 855-4996

3. Upon receiving your completed EEO Informal Inquiry Intake Complaint Form, the DHHS EEO Director will initiate the start of the EEO Informal Inquiry process and also confirm in writing that the complaint was received and whether the allegations will be investigated. If a determination of No Reasonable Cause is issued and the allegation contains a grievable issue pursuant to the Employee Grievance Policy, you may be able to file a formal grievance within 15 calendar days of receiving the written response from the EEO Director.

4. It is important that you fully answer all questions and explain your allegations as thoroughly and clearly as possible. When necessary, the DHHS Office of Equal Employment Opportunity may contact the complainant for clarification of the allegations. Providing insufficient information may lead to a finding of No Reasonable Cause.

5. When describing the allegations and identifying witnesses, use additional pages as needed. Indicate witnesses who have direct knowledge regarding the alleged discrimination, harassment or retaliation and explain exactly what they have witnessed. If the complaint merits an investigation, the investigator will exercise independent judgment in determining which identified witnesses have relevant information and who should be interviewed.

6. For complete details regarding the EEO complaint process, see the State of North Carolina Grievance Policy, which may be accessed at: http://www.oshr.nc.gov/Guide/Policies/7_Discipline,%20Appeals%20and%20Grievances/Employee%20Appeals%20and%20Grievances.pdf.