

Audubon Society of Western Pennsylvania is committed to promoting access to everyone for all of its programs, activities, and facilities; including access to board, staff, and volunteer positions; without regards to race, color, national origin, sex, gender identity, sexual orientation, age, physical or intellectual disability, socioeconomic status, or any factor which denies the essential humanity of any person.

You have the right to engage in ASWP’s programs, projects, and places free of harassment or discrimination. If you have a complaint of discrimination or harassment at an ASWP property or event, please fill out the form below so that we may conduct an investigation. Fill out all the information you can; be sure to provide contact information so we can respond to you.

All reports of discrimination or harassment will be promptly and thoroughly investigated. If the investigation confirms that harassment or discrimination has occurred, Audubon Society of Western Pennsylvania will take disciplinary action commensurate to the seriousness of the violation, including, without limitation, suspension or termination. We will inform you of the findings and any disciplinary actions as soon as the investigation is complete.

ASWP prohibits any form of intimidation or retaliation in response to a discrimination or harassment complaint made in good faith. Complaints of retaliation and intimidation will be investigated in the same manner as discrimination complaints.

**Discrimination Complaint Form**

Your Full Name:

Address:

City, State, Zip:

Phone number:

Email address:

Who did this happen to (if not you)?

Full Name:

Phone number:

Email address:

Basis of Discriminatory Action:  Race  Color  National Origin  Sex  Age

Disability  Gender identity/sexual orientation  Socioeconomic  Retaliation

Other:

*(form continues on next page)*

**Discrimination Complaint Form** *(page 2)*

Date and time when the incident happened:

Location of the incident:

Please describe the incident with as much detail as you can (attach additional pages if needed):

Names and contact information for persons (witnesses, employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint:

|  |  |  |
| --- | --- | --- |
| Name | Phone Number | Email address |
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|  |  |  |
|  |  |  |

Please sign your complaint here:

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(signature) (date)

Send this form by email to our Civil Rights Coordinator, Betsy Monroe, and our Executive Director, Jim Bonner, by email at [complaintform@aswp.org](mailto:complaintform@aswp.org) or print and send by USPS mail to:

**Audubon Society of Western Pennsylvania, 614 Dorseyville Road, Pittsburgh, PA 15238**