

STANDARDS OF CONDUCT COMPLAINT FORM – Statewide

DHR-Form #: DHR-STW-105.1-F	Authority: 29 Del. C. Chapter 58; Merit Rules 12 and 15.2
Effective Date: October 9, 2023	Revision Date: May 14, 2024
Supersedes: N/A	

Part 1: Directions

- 1) If you believe you have been subject to unprofessional or disrespectful behavior which was not based on any protected class as described in the [State of Delaware Respectful Workplace and Anti-Discrimination Policy](#), complete this form and return it to either your Agency Human Resources representative, Supervisor, Manager, Agency Equal Employment Officer, or to the Division of Employee and Labor Relations of the Delaware Department of Human Resources (DHR) at DHR-ELR@delaware.gov.
- 2) Complaints are to be filed as soon as possible following the alleged incident.

Part 2: Complainant Information

Today's Date: _____ Email: _____

Employee Name: _____ Department: _____

Employee Title: _____ Telephone: _____

Employee ID No.: _____ Executive Branch Employee: Yes No

Part 3: Type of Complaint (check all that apply)

- Discrimination Disrespectful Behavior Hostile Work Environment Harassment
- Retaliation Unprofessionalism Social Media
- Other (**must specify**): _____

Part 4: Respondent Information (persons(s) against whom the complaint is being filed)

Respondent's Name: _____ Title: _____

Department: _____ Telephone: _____

Relationship to Complainant: _____ Email: _____
(e.g.: manager, coworker, client, vendor)

Part 6: Other Filings

- 1) Are you presently in a union-represented position? Yes No
- 2) Did you or are you filing a grievance on the issue of the complaint? Yes No
If yes, what type?
Merit Grievance When? _____
Collective Bargaining Agreement When? _____
- 3) Has a discrimination charge been filed with the Department of Labor? Yes No
- 4) Has a discrimination charge been filed with the Equal Opportunity Commission? Yes No
If yes, when? _____
- 5) Are there criminal charges associated with this complaint? Yes No Don't know

Part 7: Acknowledgment

I certify to the best of my knowledge the information that I provided is accurate and the events and circumstances are as I have described them. I am willing to cooperate fully in the investigation and provide whatever evidence DHR deems relevant. I further understand that making a complaint pursuant to State policy will not extend the time frames by which any person must file a formal complaint through the Merit Rules, a Collective Bargaining Agreement, if applicable, or any court or regulatory body.

By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party's electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

Print Name: _____ Date: _____

Signature: _____

Part 8: For DHR Use Only

Received By: _____ Date Received: _____

HR/Labor Relations
Point-of-Contact: _____ Date Contacted: _____

Investigator Assigned: _____ Date Assigned: _____