Winona State University and the State of Minnesota are committed to providing a respectful and professional workplace and public service environment for employees and third parties. The Respectful Workplace policy (HR/LR Policy #1432) can be found online at: <https://mn.gov/mmb-stat/policies/1432-respectful-workplace-policy.pdf>

The Minnesota State System Procedure 1C.0.2 Respectful Workplace can be found online at:
<http://www.minnstate.edu/board/procedure/1c0p2.html>

As with all allegations of misconduct, informal resolution and formal investigatory processes related to this policy will be conducted in a timely, fair, and objective manner. Individuals are encouraged to informally resolve concerns whenever possible. When a formal process is necessary complete the following information and submit it to Winona State Universities Human Resources Office. *Attach additional sheets if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Date:  |       |

Summary of Concerns:

Summary of any Documentation Related to Allegations (please include with complaint):

Witnesses (please describe what they might know regarding allegations):

**COMPLAINT ACKNOWLEDGMENT**

This form acknowledges receipt of a complaint made under the Respectful Workplace policy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). Responsible authorities will review the complaint to determine whether an investigation is warranted. If an investigation proceeds, it will be conducted in a timely, fair, and objective manner.

Investigations and other actions taken in response to this complaint are subject to any applicable processes under applicable collective bargaining agreements and plans, including applicable review and/or appeal procedures.

All data associated with this complaint, including any investigation and any outcome, are government data. The release or non-release of this data is governed by the Minnesota Government Data Practices Act (MGDPA).