

## How to Make a Complaint

There are three circumstances under which an investigation will happen:

1. An incident of violence or harassment occurs that is so obvious to other workers/volunteers that an automatic investigation is launched.
2. A complainant/victim initiates an incident report.
3. A witness initiates an incident report.

When an act of violence occurs, safety is an immediate concern. First get people to safety and then call 911 or other appropriate emergency help. Do not clean the area where the incident occurred or otherwise disturb the evidence.

To initiate a workplace complaint, contact:

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