

Employee Complaints

Facilities Services is committed to maintaining a work environment that is hospitable to all employees and free of discrimination, and where all employees feel comfortable and free from concern for their personal well being. To facilitate the prompt local resolution of complaints, Facilities Services has an internal procedure for reporting complaints.

Any employee who feels that he or she has experienced behavior that violates Facilities Services or UW policies, including the Facilities Services [Harassment](#) or [Hospitable Workplace](#) standards, should promptly report this to his or her supervisor, manager, director, or the [FS Human Resources Administrator](#) and/or complete the appropriate Facilities Services complaint form (see below).

Any supervisor, manager or director who receives a complaint from any employee is expected to promptly to notify the Director of the organization and take the necessary steps to initiate investigation and resolution of the complaint. If the complaint involves harassment, discrimination or any allegation of illegal activity, the supervisor or manager receiving the complaint is expected immediately to contact the [Human Resources Administrator](#) or the [Human Resources Consultant](#) for consultation and guidance.

Facilities Services has two forms for communicating employee complaints. For complaints of discrimination the Facilities Services "Employee Complaint of Discrimination" may be used. The "[Employee Complaint](#)" form should be used for any other types of complaints. These forms can be obtained from the administrative office of any Facilities Services department, or by clicking [here](#).

For information on the University of Washington's complaint procedures, see UW "[Complaint Resolution Options](#)".

For forms, further information, or assistance with this process, contact the [Facilities Services Human Resources Administrator](#) or the [Human Resources Consultant](#).

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