



4. Please describe how the actions you complain about have affected your ability to perform your job.

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5. Please describe any solutions you believe you can help resolve your complaint.

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6. Please provide any additional material(s) or comments you wish CSE to consider when investigating your complaint (please use additional paper if needed).

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It may become necessary to disclose your identity and/or complaint, as well as to conduct a formal investigation. Should such disclosure become necessary, it will be only to persons who have a need to know your identity or the details and nature of the complaint. Confidentiality will be preserved to the extent possible.

I declare the facts set forth in this complaint form are true and accurate pursuant to the penalty of perjury under the laws of this State.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please submit completed form to Chico State Enterprises Human Resource Director.***