

Client Procedures for filing a complaint related to AA/EEO, Civil Rights, or Sexual Harassment

OSU Extension takes complaints related to Affirmative Action, Equal Employment Opportunity, Civil Rights, and Sexual Harassment very seriously. We want to ensure an environment that is free from discrimination that promotes respect and appreciation of differences. The following are recommended steps that individuals may take when there is a complaint or concern about OSU Extension employees or programs. If the complaint is related to sexual harassment, The Ohio State University will investigate in accordance with the University policy.

Level 1

- Inform the coordinator of the program whenever possible. Make sure the concern is clearly documented.
- If it is not possible to discuss the issue/s with the program coordinator, request to speak to a supervisor or the County Coordinator. If the result is not satisfactory, consider the next level.

Level 2

- If you do not feel the issue/complaint has been adequately addressed the Area Leader and or the Regional Director should be contacted a directory with the names and numbers can be found at <http://extension.osu.edu/counties.php> . If the complaint is not resolved in a satisfactory manner then the complaint should be taken to the next level.

Level 3

- Contact Ken Martin, Department Chair and Associate Director, Extension (614) 292-4067. If the result is not satisfactory, consider the next level.

Level 4

- Contact Keith Smith, Associate Vice President, Agricultural Administration, and Director, Ohio State University Extension (614) 292-4067.

Level 5

- Contact the Ohio Civil Rights Commission- toll free number 1-888-278-7101. Each regional office has a TTY number available from the web site <http://www.state.oh.us/crc/>.
- Contact the USDA Civil Rights Division by writing or calling **USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202/720-5964 (voice or TDD)**
- Federal Equal Employment Opportunity Commission-Phone: 1-800-669-4000 TTY: 1-800-669-6820. Web site: <http://www.eeoc.gov/>.

**Please note that these are just recommended steps that may be taken. Any of the people or agencies can be contacted at any time.