



HARASSMENT COMPLAINT FORM

Instructions: Texas REALTORS® is committed to providing a work environment free from harassment and retaliation. Texas REALTORS'® Anti-harassment Policy outlines Texas REALTORS'® prohibitions against discrimination, harassment, and retaliation. This policy can be found under the Committee Section of the For Leaders tab on the Texas REALTORS'® website.

This policy provides the procedures to report prohibited conduct. One option for reporting discrimination, harassment, or retaliation is to complete this form, which will then be forwarded to the Texas REALTORS® General Counsel. You are not required to use this form to file a complaint. However, you should read and be aware of Texas REALTORS® reporting procedures, whether you choose to use this form or not.

Any Texas REALTORS® employee, volunteer leader, or member can report harassment and retaliation, whether as a victim or a witness. Regardless of your experience with the harassment or retaliation, it is important to be as specific as possible in your complaint so that Texas REALTORS® can fully investigate the conduct and take prompt corrective action, as necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offenses and any other known evidence related to the complaint. You are not limited to the space provided. Texas REALTORS® encourages you to attach any additional materials that may assist us in investigating the claim. This form must be signed and dated by you to be considered an official complaint.

To investigate the complaint, Texas REALTORS® will need to interview you, those subject to the alleged harassment or retaliation (if not yourself), the alleged offender(s), and any known witnesses. However, Texas REALTORS® will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in immediate dismissal from employment or a voluntary governance position or termination of membership.

Complainant's Name:

Title (staff/volunteer leader/member):

Today's Date:

[Incident Date/Period of Ongoing Incidents]:

Incident Time (if a single incident):

Incident Location (if a single incident):

Identify the individual(s) who participated in harassment or retaliation:

Identify the individual(s) subject to the alleged harassment or retaliation:

Identify (to the best of your knowledge) when the harassment or retaliation occurred. If it occurred over a period of time or continues to occur, identify that period of time:

Identify why you believe the harassment or retaliation occurred (if you can):

Describe in detail the facts that form the basis of this complaint (attach additional sheets of paper if necessary):

Have you previously reported or complained about the alleged conduct or any other harassment or retaliation of anyone affiliated with Texas REALTORS®? If so, please identify the person you reported the conduct to, the date of the report, and the resolution:

How would you like to see the situation resolved?

I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate staff and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.

Complainant's Signature

Date

You may choose to email this complaint to either the Texas REALTORS® President/CEO Travis Kessler at Tkessler@texasrealtors.com or the Texas REALTORS® General Counsel Lori Levy at Llevy@texasrealtors.com. You may attach extra documentation as needed to that email along with the completed complaint form.