



*Office of Human Resources*

***MSC Southeast and the State of Minnesota are committed to providing a respectful and professional workplace and public service environment for employees and third parties. The Respectful Workplace policy (HR/LR Policy #1432) can be found online at: <http://mn.gov/mmb/images/respectful-workplace-policy.pdf>***

***As with all allegations of misconduct, informal resolution and formal investigatory processes related to this policy will be conducted in a timely, fair, and objective manner. Individuals are encouraged to informally resolve concerns whenever possible. When a formal process is necessary complete the following information and submit it to MSC Southeast Human Resources Office. Attach additional sheets if necessary.***

Name:

Date:

Summary of Concerns:

Summary of any Documentation Related to Allegations (please include with complaint):

Witnesses (please describe what might they might know re: allegations.):

Human Resources office retains the discretion to determine whether an investigation is warranted; if it is determined that an investigation is warranted, all investigations will be conducted in a timely, fair and objective manner; and all data associated with a complaint, including any investigation and any outcome, are government data, and that the release or non-release of data is governed by the Minnesota Government Data Practices Act (MGDPA).