CONFIDENTIAL

EAST STROUDSBURG UNIVERSITY
OF PENNSYLVANIA
Human Resources

RESPONDENT FORM
RESPONSE TO THE ALLEGATIONS

Respondent's Name: _____

Date: _____

Work Phone Number: _____

Cell Phone Number: _____

Home Phone Number: _____

Can our office leave you a voicemail message? ☐ Yes ☐ No

Address: _____
Street *City* *State* *Zip Code*

E-mail Address: _____

Complainant's Name: _____

Response to the allegations made by the Complainant. State in detail what happened:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I affirm that I wrote the above response to the allegation(s) and it is true to the best of my knowledge.

I have been advised that it is a violation of the state and federal statutes to retaliate against an individual because he/she has filed a harassment/discrimination complaint. If I am subject to any adverse action that I feel may be retaliatory, I will promptly report the action to HR.

Respondent's Signature: _____ **Date:** _____

When completed and signed please deliver to:

East Stroudsburg University
Human Resources
105 Reibman Building
200 Prospect Street
East Stroudsburg, PA 18301

Respondent form received by:

Name: _____ **Date:** _____