**Central Casting Los Angeles**

**Discrimination, Harassment, and Retaliation Prevention Policy**

**Complaint Form**

If you believe that you have been subjected to discrimination, harassment and/or retaliation in violation of Central Casting's policy, you are encouraged to use Central Casting’s dedicated web portal (at this link: [www.centralcasting.ethicspoint.com](http://www.centralcasting.ethicspoint.com)) to submit a complaint to Central Casting’s Talent Relations Department for investigation. The preferred method of submitting a complaint is to use the web portal. If you are unable to use the web portal, you can complete the form below and submit it via email to Central Casting Talent Relations at: CentralCastingTalentRelations@CentralCasting.com. If you are more comfortable reporting verbally, you can submit a complaint by phone at (833) 220-9680. You will not be retaliated against for filing a complaint.

A Microsoft Word version of this complaint form is available on the Central Casting website ([www.centralcasting.com/la/register/#forms](http://www.centralcasting.com/la/register/#forms)) under the “Forms and Policies” link, and physical copies are available at the Central Casting office at 300 E. Magnolia Blvd., Burbank, CA 91502.

**COMPLAINANT INFORMATION**

Full Legal Name:

Address:       Phone:

Email:

**COMPLAINT INFORMATION**

1. Your complaint is made about:

Name:       Title:

Work Address:       Work Phone:

Relationship to you: [ ]  Supervisor [ ]  Co-Worker [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the events occurred on a production on which you worked, what is the name of the production?

1. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

1. Date(s) incident occurred:

Is the conduct you are complaining about still continuing? [ ] Yes [ ] No

1. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

1. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_