Complaint pursuant to § 13, Allgemeines Gleichbehandlungsgesetz, General Equal Treatment Act (AGG)

**Section A** - (to be completed by the complainant)

Complainant:  
☐ Staff member  
☐ Student  
☐ External

Name of complainant:  

Please forward your full contact details separately to the complaints team.

I. Subject of the complaint:

1. What happened? (From the point of view of the complainant)

Please describe what happened, including the location, date and persons involved.
2. Who behaved in a discriminatory manner?

☐ Supervisor (name)  
☐ Other staff member (name)  
☐ Other student (name)  
☐ Third party (name)

3. Type of discrimination (Several answers possible)

☐ Age  
☐ Gender  
☐ Sexual identity  
☐ Religion/beliefs  
☐ Disability  
☐ Ethnic origin

4. What is the complaint about? (Several answers possible)

☐ Direct discrimination  
☐ Indirect discrimination  
☐ Harassment  
☐ Sexual harassment  
☐ Instruction to carry out an act of discrimination  
☐ Reprimand/rebuke

5. When did the discrimination take place? (Date, time, time period)


6. Are there any witnesses/evidence?

☐ Yes  
☐ No

If yes, which? (optional)
7. Has your supervisor been informed?

☐ Yes

☐ No

If yes, who informed them and what action have they taken?

8. Have other persons been involved?
(e.g. Staff Council, Women’s/Equal Opportunities Officer, Disability Liaison Officer, other persons)
and what action have they taken?

9. Solution: What do I hope to achieve with my complaint?
(e.g. Stopping the harassment/apology/warning letter/transfer of person carrying out harassment/training/transfer/termination...)

Place, date: ____________________________

Signature of complainant:
Section B - (to be completed by defendant)

10. Statement from the defendant
What happened from the defendant’s point of view?
(Statement about item 1 of the complaint)

Please provide a statement about the incident from your point of view and include the location and date.

11. Has the complainant or a third party spoken to the defendant about the incident?

☐ Yes
☐ No

If yes, by whom and what was the result?

12. Has the defendant already involved any other persons?

☐ Yes
☐ No

If yes, who?  (optional)
13. Is the defendant familiar with the General Equal Treatment Act (AGG)/Guidelines on preventing and dealing with cases of discrimination, harassment and sexual harassment at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) and Universitätsklinikum Erlangen (UKER)?

☐ Yes
☐ No

Place, date: ____________________________

Signature of defendant: ___________________
Section C - (to be completed by the complaint office member investigating complaint/making decision about complaint)

II. Examination of the complaint

1. Discrimination has occurred within the meaning of § 7 (1) AGG.
   □ Yes
   □ No

2. The difference in treatment was permissible (§§ 8, 9, 10 AGG).
   □ Yes
   □ No
   If yes, for what reason?

Examination of the complaint by: ____________________________

Action to be taken; remedial measures if required; checks, mediation, prevention, etc.
III. Written notification of the result of the examination to the complainant and defendant

Place, date: Erlangen,

Signature of member of complaint office