

[To be completed by the complaints team]  
Written complaint received on:  
At: FAU, P 6, Schlossplatz 4, 91054 Erlangen  
Forwarded on:  
Confirmation from the complaints office

## 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