



## TEMPLATE FOR SUBMISSIONS

### SUBMITTING A COMPLAINT UNDER SECTION 13, SUBSECTION 1 OF THE GENERAL EQUAL TREATMENT ACT (ALLGEMEINES GLEICHBEHANDLUNGSGESETZ, AGG)

A formal complaint should provide a comprehensive account of what has occurred and give details of who was involved, any possible witnesses, and any relevant evidence. Complaints also need to identify the people who have already been informed about the matter in question and state whether any action has already been taken.

Using the questions below as your guide will enable you to compile the key information needed to address these points. Include only facts; please refrain from personal speculation.

#### Guiding questions

**1. When did the occurrence take place?**

*State the date and, if possible, also the time of the occurrence as accurately as possible.*

**2. Where did the occurrence take place?**

*Describe the location (the street, building, and the room, if applicable) and the context (e.g. attending a class or lecture, work group meeting, office hours consultation, field trip etc.) of the occurrence and the medium through which it took place (e.g. personal conversation, email, phone call, social media etc.).*

**3. Who engaged in discriminatory action, or what resulted in disadvantageous treatment?**

*Name the person(s) or condition(s) (e.g., regulations, procedures, structures) that led to disadvantageous treatment.*

**4. What exactly happened?**

*Describe the occurrence and how it ended in as much detail as possible, sticking to the chronological order of events.*

**5. Who else was involved? Who witnessed the occurrence?**

*Provide the names and contact details of any possible witnesses, if applicable.*



**6. Why do you believe you were discriminated against?**

*You can state multiple grounds here, if applicable: gender, age, sexual identity or sexual orientation, disability, racist views, language, religion, world view, national or social origin, the appearance or disability of your child, the migration background of your partner, etc.*

**7. Do you or other people/units have any direct or circumstantial evidence of the occurrence? What evidence is available?**

*Please provide or enclose any evidence you can (details of witnesses, sources, texts, photos, links, etc.).*

**8. What disadvantage(s) did you encounter as a result of the occurrence?**

*Outline the negative effects the occurrence had for you.*

**9. Did you have further contact with the person whose actions were behind the occurrence reported above? What were these subsequent contacts like?**

*This question refers only to occurrences set in train by people rather than conditions.*

**10. What people or units at the University of Jena have you already informed about the occurrence?**

**11. Have steps/actions to prevent further discrimination already been initiated? If so, what has happened?**

*(e.g. counselling session(s) at the University, external counselling, speaking with the person who engaged in discrimination, medical examination, legal advice, reporting of criminal offence, etc.)*

**12. What action would you like to see taken to protect you from further discrimination?**

*What should the University do to prevent further misconduct from arising in connection with the person(s) or factors that set the occurrence described here in train?*