



## EAST NORRITON TOWNSHIP HUMAN RELATIONS COMMISSION

2501 Stanbridge Street  
East Norriton, PA 19403

### COMPLAINANT SUBMISSION FORM

#### Scope:

The East Norriton Human Relations Commission (ENHRC) investigates complaints of discriminatory action by any person, including but not limited to employers, on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity and expression, familial status, age, veteran status, mental or physical disability, pregnancy, use of guide or support animals and/or mechanical aids because of blindness, deafness, or other disabilities, or any other basis prohibited by the Pennsylvania Human Relations Act.

#### Complaint Process:

This document may only be filed by a complaint on behalf of themselves, legal guardians, or individuals possessing power of attorney. Complaints on behalf of other parties will not be accepted. **Complaints must be initiated within 180 days of the incident by completing this document and emailing as attachment to [EastNorritonHRC@gmail.com](mailto:EastNorritonHRC@gmail.com) with "COMPLAINT" in subject line.** Individuals without email access may mail or hand-deliver this document (in a sealed envelope with the words HUMAN RELATIONS COMMISSION) directly to the township at 2501 Stanbridge Street, East Norriton, PA 19401

- A ENHRC member will contact you within 5 business days of receipt to review and initiate an investigation.
- An investigation may require the further collection of detailed information relating to the case.
- Once an investigation is complete, all parties will be contacted. If all agree, a mediation process will be engaged.
- If you file a complaint with the East Norriton HRC, you may not be eligible to file later with the State HRC, making the East Norriton HRC decision final.

#### INFORMATION ABOUT YOU:

Name \_\_\_\_\_ Date of Submission \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Preferred phone \_\_\_\_\_ Preferred day and time for call back \_\_\_\_\_

(To keep the process moving, it is helpful to provide a phone number with voice mail for messages)

Email \_\_\_\_\_

#### INFORMATION ABOUT THE INDIVIDUAL OR ORGANIZATION LISTED IN YOUR COMPLAINT:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (if available) \_\_\_\_\_

**On the back of this page, please provide a statement briefly indicating the details of your complaint**

