

The Community Food Co-op's Anti-Bias, Harassment, and Racial Profiling Policy prohibits any bias, harassment, and racial profiling to any members, guests, and staff of the Co-op based on race, gender, orientation, religion, and nationality. Such actions are not acceptable and undermine the founding principles and mission of the Co-op as an inclusive and welcoming business to the communities we serve.

Definition of racial or bias-based profiling

Bias-based profiling is stopping and questioning an individual or identifying that individual as a potential suspect of criminal activity, without justification, and solely due to their perceived or actual ethnic origin, disability, or other characteristic protected by Federal or State law.

Definition of harassment

Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, customer, or any person working for or on behalf of the Co-op.

Instructions

Please complete this form as completely as possible. Each incident should be reported on a separate form. Please do not use the same form to report multiple incidents. All properly reported incidents will be answered in writing. You should get a response back within 48 hours, and we will look into the incident and determine appropriate action within 30 days.

PERSON FILING COMPLAINT

Date Filing this Complaint: _____

Full Name: _____

Address: _____

Email Address: _____ Phone #: _____

Co-op Member: Yes No

INCIDENT IN QUESTION

Date of Incident: ___/___/___ Time: _____ AM/PM (choose one)

Location of the Incident (Holly Street Bakery/Coffee Shop, Downtown Store or Cordata Store):

What action would you like the Co-op to take resolve this issue:

Member/Guest's Signature: _____

Date: _____

Please return this form to the customer service desk in an envelope for your privacy, ATTN: Human Resources. We can supply you with an envelope if requested.

If you do not receive a response within 48 hours, please contact General Manager Jim Ashby at jima@communityfood.coop or 360-734-8158 ext. 302. Please note: a slight delay is possible if reporting over the weekend when administrative staff is out of the office.

Incident # _____
Today's date _____
Office Use _____