



# EEO REPORTING FORM



Please complete the form below, then route to the EEO Office IMMEDIATELY. If you have any questions, you may contact Elaine Naputi, EEO Officer, at (671)475-3396 ([enaputi@guamcourts.gov](mailto:enaputi@guamcourts.gov)). Due to the sensitive nature of the EEO process, the Judiciary of Guam asks that you keep the information regarding your report confidential. Additionally, please be advised that the Judiciary prohibits retaliation against any individual who files a concern or complaint of discrimination or harassment.

## PROTECTED CLASSIFICATIONS

Please check which classification/category of discrimination or harassment applies. You may check as many as appropriate:

- |   |   |
|---|---|
| <input type="checkbox"/> Age  | <input type="checkbox"/> Pregnancy                                  |
| <input type="checkbox"/> Ancestry                                       | <input type="checkbox"/> Race / Color                               |
| <input type="checkbox"/> Disability                                     | <input type="checkbox"/> Religion                                   |
| <input type="checkbox"/> Genetic Information                            | <input type="checkbox"/> Retaliation                                |
| <input type="checkbox"/> Honorably Discharged Veteran / Military Status | <input type="checkbox"/> Sex (including gender identity/expression) |
| <input type="checkbox"/> National Origin                                | <input type="checkbox"/> Sexual Orientation                         |
|   | <input type="checkbox"/> Other: _____                               |

*If the concern/complaint **is not** covered under any of the protected classifications/categories above, please contact any of the following individuals:*

Human Resources Administrator  
Employee Assistance Program (EAP) Coordinator  
Division Manager  
Administrator of the Courts

## WHO?

Please list the names of all individuals, witnesses and bystanders involved in the incident.

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**WHEN?**

When did the incident(s) take place? What day? What time?

*Example: "Tuesday morning" is satisfactory, but "Tuesday morning during our meeting" is more precise, and "Tuesday at the beginning of our weekly 9:00 a.m. team meeting" gives a more accurate description of the time an incident occurred.*

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**WHERE?**

Where did the incident(s) take place? Describe the location(s) in as much detail as possible.

*Example: Saying "main courthouse" is broad. Saying "main courthouse, up in Supreme" helps narrow things down. Saying "main courthouse, third floor landing, in front of the Supreme Court courtroom entrance" is more descriptive and helpful.*

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**WHAT HAPPENED?**

Please explain exactly what transpired, giving as many details as you can. You may attach additional sheets if necessary.

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**NEXT STEPS/TIMELINE**

As a supervisor/team leader, you are mandated to report any EEO concern/complaint to the EEO Office immediately. The EEO Office will then handle the concern/complaint in accordance with the Judiciary's EEO Policy and Procedure.

**Reporting Supervisor/Team Leader:**

Name & Signature \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_