

Anti-Discrimination Policy Violation Report

Date: [Insert Date]

To: [Name of Recipient]

From: [Your Name]

Subject: Report of Violation of Anti-Discrimination Policy

1. Introduction

This letter serves to formally report a violation of the anti-discrimination policy as outlined in [Company/Organization Name]'s code of conduct.

2. Details of the Incident

Date of Incident: [Insert Date of Incident]

Location: [Insert Location]

Individuals Involved: [Insert Names and Roles]

Nature of Violation: [Describe the incident and how it violates the policy]

3. Witnesses

[List any witnesses to the incident, including their names and contact information]

4. Supporting Evidence

[Detail any evidence that supports this report, such as emails, photographs, or recordings]

5. Desired Outcome

I request that [specific action you wish the organization to take] regarding this matter to ensure a fair and inclusive environment.

6. Conclusion

Thank you for addressing this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]