



**YAKAMA NATION**  
**TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO)**  
**FORMAL COMPLAINT FORM**

*Pursuant to Yakama Nation Law & Order Code, Title LXXI (71), Chapter 71.08 – Due Process/Hearings*

**Instructions:** Complete all applicable sections. Submit the signed form to the TERO Office. TERO will investigate under Sections 71.08.02 (Commission Complaint Procedure), 71.08.03 (Individual Complaint Procedure), and 71.08.05 (Investigations). Attach supporting documents. If you need assistance, contact [TERO@yakama.com](mailto:TERO@yakama.com).

**SECTION A – COMPLAINANT INFORMATION**

Complainant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Enrollment (Tribe/Enrollment #): \_\_\_\_\_

**SECTION B – COMPLAINANT TYPE**

Select one:

- Individual (Employee/Applicant)       Indian-owned Business  
 Tribal-owned Business       Other (specify)

**SECTION C – RESPONDENT INFORMATION**

Entity Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project/Worksite Location: \_\_\_\_\_

**SECTION D – BASIS OF COMPLAINT**

Check all that apply:

- Violation of TERO requirements (Indian preference, reporting, compliance plan, etc.)  
 Discrimination or unfair employment practice affecting Yakama Nation members or other protected individuals  
 Non-compliance with hiring preferences under TERO Ordinance



- Non-compliance with Equal Employment Opportunity (EEO) standards
- Non-compliance with Basic Food Employment & Training (BFET) program requirements
- Non-compliance with Title VII §703(i) (Indian preference on/near reservation)
- Discrimination impacting Tribal-owned or Indian-owned businesses
- Other (specify): \_\_\_\_\_

**SECTION E - DESCRIPTION OF ALLEGED VIOLATION(S)**

Provide a detailed description of what happened, including dates, names, job titles, and locations. Attach additional pages if needed.

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**SECTION F - RELIEF REQUESTED**

What outcome or remedy are you seeking (e.g., hiring, reinstatement, back pay, training, compliance changes)?

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**SECTION G - EVIDENCE AND WITNESSES**

List documents or other evidence attached:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List witnesses (name, contact, expected testimony):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**SECTION H – JURISDICTION & LOCATION**

Check all that apply:

- On the Yakama Reservation
- Near the Yakama Reservation (daily commuting distance)
- Project funded by federal/tribal contract (e.g., ISDEAA/638)

**SECTION I – CONFIDENTIALITY & NON-RETALIATION NOTICE**

Reprisal is prohibited. Any employer that penalizes a complainant or witness for using this procedure is subject to penalties under Chapter 71.11. TERO will maintain confidentiality consistent with Section 71.10.01 and hearing procedures in Section 71.08.06.

**SECTION J – ATTORNEY REPRESENTATION**

If you are represented by an attorney, please provide the following information:

Attorney Name: \_\_\_\_\_  
 Firm/Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**SECTION K – CONFIDENTIALITY STATEMENT**

All information provided in this complaint will be kept confidential by the TERO Office to the fullest extent permitted under Yakama Nation Law & Order Code, Title LXXI (71), Section 71.10.01. Disclosure will occur only as required during hearings or appeals under Section 71.08.06. Unauthorized disclosure is prohibited. By signing this form, you acknowledge this confidentiality provision.

**SECTION L – CERTIFICATION AND SIGNATURE**

I certify the above information is true and complete to the best of my knowledge. I understand TERO will investigate under Chapter 71.08 and may contact me for further information.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

**TERO OFFICE USE ONLY**

- Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_
- Case # (TERO): \_\_\_\_\_
- Jurisdiction confirmed (71.02, 71.05, 71.09):  Yes  No
- Initial action:  Informal Settlement (71.08.02/.03)  Hearing Requested (71.08.01)  Investigation (71.08.05)
- Notice issued per 71.08.01 on: \_\_\_\_\_
- Respondent notified on: \_\_\_\_\_

Legal Authority: Title LXXI (71) – Yakama Nation TERO Ordinance: 71.08.01 (Notice), 71.08.02 (Commission Complaint Procedure), 71.08.03 (Individual Complaint Procedure), 71.08.05 (Investigations); Enforcement & Penalties: 71.11; Sovereignty: 71.15.